



ELYN SANCHEZ

BOOKKEEPER /VIRTUAL ASSISTANT

MORE ABOUT ME

I am Quickbooks Certified ProAdvisor, Certified Xero Advisor and a Bookkeeper with extensive accounting knowledge and strong understanding of accounting standards and procedures. I had completed my Bachelor Degree in Accountancy. With substantial experience in the field of accounting/bookkeeper in 9 years period.

CONTACT DETAILS

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TRAININGS AND CERTIFICATES

- August 2001 Hyperion System Training (Regional Singapore Office)
- July 2001 Supervisory Training Skills
- July 2004 People Handling Skills
- Aug 2018 Filipino Virtual Assistant freelancing Course
- Nov 2018 Quick books Training Online
- Dec 2018 Accounting/Bookkeeping Quick books Online (Quickbooks / Xero Pro-Advisor)
- Feb 2019 Online Freelancing

SKILLS

- Accounting
- Bookkeeping
- Bank Reconciliation
- Accounts Receivable
- Quickbooks / Xero
- Microsoft Word/Excel
- Data Entry
- Data Collection
- Web Researching
- Customer Support -Social Media Management

ACADEMIC HISTORY

ICC - DE LASALLE OZAMIS CITY 1996

BACHELOR OF SCIENCE IN ACCOUNTANCY

FILIPINO VIRTUAL ACADEMY 2018

- General Virtual Assistant Task, Social Media , Simple Web Design, Content Marketing,Lead Generation, Email Marketing and SEO Strategies.

FHM Online University Nov 2018

- Attended advanced training for Bookkeeping/Accounting that focuses on cloud accounting like Quickbooks Online and Xero Accounting
- On the job training I had experience handling bookkeeping/accounting in Quickbooks Online. I do bank reconciliation,invoicing, billing, classify of expenses and tune up or troubleshooting of accounts (AR & AP), setup and data migration,

WORK EXPERIENCE:

ONLINE BUSINESS 2011-2012

- Managed my own RTW business online. Manage Facebook page, Social Media Sites. Product Listing. Assisting clients orders and concern,Sales and Marketing.
- Bookkeeping

ACCOUNTING SUPERVISOR | FAMOUS PACIFIC FORWARDING 2009-2016

- Manage the credit and collection & department. Communicate clients via phone and email to follow up on outstanding invoices - sending them statements and invoice copies and allocate payments received and perform reconciliation.
- Assist and customers with invoice payment inquiries. Monitor assigned aging and collection of past due accounts receivables.
- Prepare monthly reconciliations of Accounts Receivables

ACCOUNTING SUPERVISOR| BAX GLOBAL 2001-2008

- Responsible for administration of the Accounting Department which includes, but not limited to, supervising and reviewing the outputs of four staffs (Accounts Payable, Accounts Receivable, Payroll, and Purchaser).
- Prepare Monthly Financial Statements thru Generated Hyperion System.
- Perform Bank reconciliation
- Perform government agencies reports like SSS/ Quarterly and mothly Vat return/ Annual Income tax.

BOOKKEEPER| AMERICAN APPAREL 1997-2000

- identify transactions & voucher preparation
- bank reconciliation
- payroll processing