



JANICE LAMBAYAN

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Bookkeeping
- Financial Forecasting
- Budget Management
- Accounts Payable and Receivable Management
- Proficient in using accounting tools
- Strong Organizational Skills
- High Adaptability

TOOLS

Quickbooks Online
Xero
SAP
Microsoft Excel
Google Workspace
Hubdoc

PERSONAL PROFILE

A seasoned **Bookkeeper** with more than 3 years of experience in finance and accounting. A problem solver and detailed oriented professional who helps business owners streamline their accounting processes and fix their messy books so they can focus on growing their businesses to optimize cash flow.

WORK EXPERIENCE

FINANCE AND ACCOUNTING SUPERVISOR/BUDGET OFFICER

Putting Manok Corporation | January 2021-April 2024

- Maintained accurate record of financial transactions
- Prepared and processed invoices, receipts and payments
- Assisted in the preparation of financial reports
- Processed payroll and other related tasks
- Supervised a team of Accounts Receivable Specialists
- Reconciled banks and other payment channel regularly
- Prepared Forecast and Actual Budget for 50 company stores
- Managed Accounts Receivable and Accounts Payable
- Communicated to clients and vendors to resolve issues
- Reconciled audit findings in branches nationwide

TRAININGS

The Bookkeepers Secret Academy | October 2023-Present

- Ecommerce Bookkeeping (Shopify/Amazon)
- Real Estate Bookkeeping
- Bookkeeping Clean up and Catch up
- Basic U.S. Income Tax
- Quickbooks Online and Xero

EDUCATION HISTORY

Cagayan de Oro College

- Bachelor of Science in Accountancy
2012-2013

CERTIFICATIONS

- Quickbooks Online ProAdvisor
- Xero Advisor