

JERALDINE CARULLO BANO

AP & AR SPECIALIST / BOOKKEEPER

PROFESSIONAL SUMMARY

- *Motivated and detail-oriented aspiring Bookkeeper with a strong educational background in accounting principles and hands-on experience through work experience and internships. Completed training in QuickBooks, demonstrating proficiency in organizing financial data, performing reconciliations, and preparing basic financial reports.*

SOFTWARE PROFICIENCIES

- Quickbooks
- Microsoft Office
- Google Suite
- Peach Tree
- LMS
- Canva

CLIENT INDUSTRIES

- Finance
- Construction
- Retail / Food

CONTACT INFO

- sudariojeraldine@gmail.com
- Đường số 5, An Phu, Quận 2, Ho Chi Minh City, Vietnam
- 0765489085

PROFESSIONAL SKILLS

- Financial Reports
- AP & AR Specialist - 4 years
- Payroll Processing - 4 years
- Quickbooks
- Bookkeeping
- Data Entry & Analysis

PROFESSIONAL SERVICES

AP & AR SPECIALIST / BOOKKEEPER

JUNE 2014 - MARCH 2025

- **Financial Data Entry:** Provide precise and timely input of financial transactions to maintain up-to-date and accurate records, enhancing overall financial transparency.
- **Bank Reconciliation:** Assist in reconciling bank statements to ensure consistency in financial records, helping to identify discrepancies early and improve financial accuracy.
- **Basic Financial Reporting:** Generate monthly and quarterly financial reports, including income statements and balance sheets, to support strategic decision-making for business growth.
- **Accounts Payable/Receivable Management:** Help manage invoices and collections to maintain healthy cash flow, ensuring timely payments and contributing to financial stability.
- **Expense Tracking:** Facilitate the tracking and categorization of expenses to assist in budgeting and financial planning, enabling better resource allocation.
- **Payroll Assistance:** Support payroll processing and maintain employee records, ensuring accurate and timely compensation while promoting employee satisfaction.

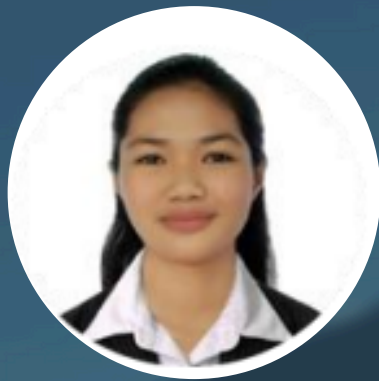
PROFESSIONAL EXPERIENCE

Accounting Staff (AP & AR Specialist)

Everfirst Loans Corporation

JUNE 2023 - MAY 2025

- Maintaining accurate financial records and ensuring compliance with accounting standards.
- Assisting with month-end and year-end closing procedures.
- Utilizing accounting software to manage AP & AR function efficiently (Peachtree & LMS).
- Process the loan of the client including double checking of the personal details, loan terms, monthly loan due and calculation of the interest.
- Prepare check voucher payable to the client.
- Recording and posting payments received from clients to centralized accounting software.
- Matching payments to specific clients and processing credit notes and refunds.
- Process and verify invoices, record expenses and ensure bills are paid on time.
- Compare purchase order, prices and payment terms of the vendor.
- Prepare vouchers payable to the vendor.



JERALDINE CARULLO BANO

AP & AR SPECIALIST / BOOKKEEPER

EDUCATION

- **Bachelor of Science in Accounting Technology**
2014-2018
National College of Business and Arts
Quezon City, Philippines

PROFESSIONAL REFERENCE

- Anne Laxa
09178851345
- Cristine Jade Gutierrez
09353551545
- Richie Aycardo
09050734197
- Fernan Santos
09632002470

PROFESSIONAL TRAININGS

- **BIR Seminars for New Train Law**
BIR West Ave. Quezon City, PH
April 02, 2018
- **Angel's Burger Seminar for Supervisors**
Marikina, Philippines
June 11, 2018

PROFESSIONAL EXPERIENCE

Accounting Staff (AR Specialist) **Cooltrend Engineering & Industrial Services** OCT 2021 - MAY 2023

- Record and track incoming payments and make bank deposits.
- Monitor and collect accounts receivable by contacting clients via telephone & email.
- Keep customer records accurate and ensure that uncollectible invoices are recorded in google sheet.
- Create invoices and send bills to customers.
- Track receipts and bills, and ensure that payments are posted to the correct accounts in QuickBooks desktop.
- Compile financial reports and provide financial data to other staff.
- Streamline and improve the accounts receivable process.
- Prepare and verify billing and cash advances of the sub-contractor.
- Prepare the documents for registration of company vehicle.
- Arrange the schedule for emission testing and registration of the vehicle.
- Prepare the documents needed for yearly renewal of business registration to Local government and BIR.

Operational Manager **Angel's Burger (Carullo-Vergaño Company)** JUNE 2014 - SEP 2021

- Monitor stocks, prepare purchase order every other day and communicate it to the commissary purchasing department.
- Review the delivery against the invoices.
- Act as supervisor in the absence of the owner.
- Initial resume screening of the service crew applicant.
- Arrange the schedule of service crew.
- Recording inventory reports in Microsoft excel.
- Check for errors in data entry and Inventory reports.
- Collect and verify inventory reports.
- Calculate salary commission based on daily sales.
- Withhold taxes, government contribution, cash advances and other deductions.
- Resolve discrepancies or questions about salary.
- Maintain payroll records.
- Prepare the documents needed for yearly renewal of business registration to Local government and BIR.
- Update Book of Accounts.

Bookkeeper (Part Time) **Hannah Food House** JAN 2019

- Updating of BIR Book of Accounts.