



GISSELE TUMANDA

VIDEO INTRO

<https://www.loom.com/share/a1fbd5b583c14983b6d89ce0e1f56f4d>

WORK EXPERIENCE

BOOKKEEPER

Outsourced Guru | January 2021 - April 2021

- Perform financial activities including Profit & Loss, Balance Sheet and Management reports.
- Complete bank and credit card reconciliations
- Create invoices and collect an overdue accounts

ACCOUNTING STAFF

Ecom CFO | June 2021 - December 2022

- I managed accounts categorization, bank & credit card reconciliations, and accounts payable/receivable.
- Prepares Bill Pay Report and managed Payroll
- Review Financial Reports such as Profit & Loss, Balance Sheet and Accounts Payable Aging Details on a monthly basis.
- Entered financial information and payments to guarantee accurate and on time payments for employees and vendors.
- I managed client's Gmail and communicates with the client's vendors.

EDUCATION

UNIVERSITY OF MINDANAO TAGUM COLLEGE

June 2017 - May 2021

Bachelor of Science in Accounting Technology

REFERENCES

- Learein Roma | Outsourced Guru/Bookkeeper | brexiclei@gmail.com
- Claire Jean Rafosala | Outsourced Guru/Bookkeeper | crafosala@gmail.com
- Liezel Tapaling | Ecom CFO/Accounting Staff | liezeltapaling@gmail.com

CONTACT INFO



Phone

+63121042018



Email

gisseletumanda122297@email.com



Address

Davao de Oro, Philippines, 8808

PROFESSIONAL SKILLS

- Portfolio link
https://drive.google.com/drive/folders/1681J56vQgxXvbLUjIFe6do2i3OJT8ell?usp=share_link
- Account Categorization
- Bank & Credit Card Reconciliation
- Accounts Receivable Management
- Accounts Payable Management
- Financial Statements Preparation & Analysis
- Payroll Management
- Books Clean Up Month End close
- Communication with the client's vendors

SOFTWARE EXPERIENCE

- QuickBooks Online
- Xero
- Wave Accounting
- A2X Accounting
- Bill.com
- Gusto Payroll
- LastPass
- Smartsheet
- Trello, Notion
- Slack, WhatsApp, Skype
- GSuite, MS Office

Certificate of completion

Gissele Tumanda

Has successfully passed the exam and achieved:

QuickBooks Online Certification

Dated: 01 June 2023



A handwritten signature in black ink that reads 'Ted Callahan'.

Ted Callahan
Accountant Segment Leader,
Small Business Self-Employed Group



Xero advisor certified

Gissele Tumanda

This certifies that the above person has successfully completed and passed their Xero advisor certification programme.

Certification date: 30/05/2021

Expiry date: 12/12/2022

A handwritten signature in black ink, appearing to read 'Nigel Piper'.

NIGEL PIPER

Executive GM - Customer Success, Xero





This
CERTIFICATE
is awarded to

Gissele P. Tumanda

For successfully completing 480 hours of internship as Quickbooks
Accountant/Bookkeeper for M.A.B. Financial Consultancy Services on **September 8, 2021**

A handwritten signature in black ink, appearing to read 'Mary Anne C. Bantog', positioned above a horizontal line.

MARY ANNE C. BANTOG
FOUNDER, HEAD INSTRUCTOR

