

Jesus Cadelina

Accountant / Bookkeeper

Cagayan de Oro City, Misamis Oriental, Philippines 9000

jesuscadelina3_c53@indeedemail.com

+639978612750

A Bachelor of Science in Accountancy graduate from Liceo de Cagayan University, Cagayan de Oro City, Philippines. He has helped companies grow by taking care of their financial reports. His experience made him proficient in the field of accounting and bookkeeping. He is detail-oriented and a result-driven professional.

Work Experience

Remote Financial Analyst

TOP CFOS - Provo, UT

October 2018 to Present

- Financial Analysis
- Financial Reporting
- Financial Graph
- Account Reconciliation
- Bookkeeping
- Quickbooks Desktop
- Quickbooks Online

Remote Accountant

Kendrick Realty Inc - Pleasant Hill, CA

July 2018 to Present

- Financial Reporting
- Bookkeeping
- Bank Reconciliation
- Credit Card Reconciliation
- Agents Productivity
- P&L Agents
- Inter-company charges
- Quickbooks Online

Remote Bookkeeper

Lockhart - Cator Ltd - Norwich

March 2018 to March 2020

- Journal Entries
- Post Purchases
- Post Sales
- Post Bank Receipts
- Post Bank Payments
- Supplier Statement Reconciliation

Bank Statement Reconciliation
Sage 50 Accounts

Finance Manager

Cagayan de Oro Pepper Resto Corp. - Cagayan de Oro
August 2015 to January 2018

General Accounting
Journal Entries
Inventory
Accounts Receivable
Accounts Payable
Payroll
Financial Statement
Funds Reconciliation

Finance Analyst

San Miguel Foods, Inc. - Cagayan de Oro City
December 1997 to December 2012

General Accounting
Journal Entries
Costing
Budgeting
Financial Report Actual vs Budget
Funds Reconciliation

Education

Bachelor of Science in Accountancy

Skills

- Microsoft Excel, Google Spreadsheet, SAP, Peachtree, Sage, Quickbooks (10+ years)
- Quickbooks
- Sage
- Accounts Payable
- Bookkeeping
- Accounts Receivable
- Financial Reporting
- Budgeting
- Accounting
- Microsoft Excel
- Microsoft Word
- Financial Modeling
- Forecasting
- Financial Analysis
- Bank Reconciliation

- Account Reconciliation
- Journal Entries
- General Ledger Reconciliation
- General Ledger Accounting
- Financial Statement Preparation

Certifications and Licenses

Intuit QuickBooks Online ProAdvisor Certification

Present

Certificate of Completion

Intuit QuickBooks Online ProAdvisor Certification

QuickBooks Pro 2017 Essential Training - Certificate Of Completion

Present

Certificate Of Completion

QuickBooks Pro 2017 Essential Training

Assessments

Accounting Skills: Bookkeeping — Expert

December 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/3fe32a1e80a9f6c2daa2b121bf6b9ac6eed53dc074545cb7

Principles of Accounting — Expert

May 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/4f5a2a210192fe3adb768969b14b0c20eed53dc074545cb7>

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