

# Ann Christel Baldos Flores

📍 Naic, Cavite Philippines (Remote)  
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## PROFESSIONAL SUMMARY

With over 10 years of experience as an Accounting Assistant, I specialize in bookkeeping, data entry, and accounts receivable management. I have strong attention to detail and have consistently ensured accurate financial records and timely billing processes. I recently completed training in QuickBooks, Self training Xero and am eager to apply my skills in a remote bookkeeping role. I bring reliability, accuracy, and a strong commitment to learning, making me a valuable addition to your team.

## KEY SKILLS

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- Data Entry & Data Management
- Basic Bookkeeping Knowledge
- Expense Tracking & Categorization
- Microsoft Excel / Google Sheets
- File Organization & Documentation
- Attention to Detail & Accuracy
- Time Management & Reliability
- Basic Financial Reporting (P&L Familiarity)

## PROFESSIONAL EXPERIENCE

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### Wesgel Cargo Services

Accounting Assistant / Customer Service Representative  
January 2015 - February 2019

#### Duties & Responsibilities:

- Prepare and issue invoices for freight, shipping, and logistics services
- Monitor **accounts receivable** and follow up on outstanding payments
- Record daily financial transactions (billing, collections, expenses)
- Assist in bank reconciliation and verify shipment-related payments
- Maintain accurate financial records for import/export transactions
- Coordinate with operations team to ensure correct billing based on shipment details
- Process accounts payable, including vendor payments (carriers, customs brokers, trucking)
- Communicate with clients regarding shipment status, schedules, and delivery updates
- Respond to customer inquiries via email, phone, or chat in a timely manner

- Coordinate with carriers, agents, and warehouse teams for smooth shipment handling
- Provide quotations for freight services (air, sea, land transport)
- Handle booking of shipments and ensure accurate documentation
- Assist customers with import/export requirements and documentation (BL, AWB, invoices)

### **AirFlight Courier Service**

Accounting Assistant / Data Entry (Admin Task)

March 2010 - December 2014

#### **Duties & Responsibilities:**

- Managed accurate data entry and financial records for freight forwarding operations
- Prepared invoices and monitored receivables to ensure timely collections
- Verified shipping and billing documents to maintain accuracy and compliance
- Supported accounting processes including reconciliation and reporting

### **Virtual Bookkeeping (Quickbooks and Xero Training)**

- Created sample expense tracking sheets using Excel
- Organized mock financial data and categorized transactions
- Prepared simple monthly financial summaries (P&L format)
- Practiced data entry accuracy and formatting

#### **Data Entry Practice Projects**

- Input and organized data into spreadsheets
- Maintained clean and structured records
- Ensured accuracy and consistency in entries

### **TECH PROFICIENCY**

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- Microsoft Excel
- Google Sheets
- Google Drive (Docs, Sheets, File Management)
- Basic knowledge of accounting tools (QuickBooks & Xero)

### **EDUCATION**

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Pamantasan ng Lungsod ng Pasay  
 Bachelor of Science in Office Administration  
 March 2008

## **REMOTE WORK READINESS**

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**Internet:** Primary: Converge Fiber 100 Mbps | Backup: Smart 5G mobile hotspot

**Power Backup:** APC UPS 1100VA (3-hour backup)

**Equipment:** Ryzen 3 / Intel i3 ,Dual monitors | Noise-cancelling headset | HD webcam

**Workspace:** Dedicated home office | Quiet environment | Professional video-call background

**Availability:** Full-time | Flexible across US (EST/PST), UK (GMT), AU (AEST) time zones

## **LANGUAGES**

**English:** Conversational / Proficient

**Filipino:** Native / Fluent