

# JANINE P. ZABALA

Cagayan de Oro City, 9000

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## PROFESSIONAL SUMMARY

Detail-oriented Bookkeeping and Finance professional with experience in accounts receivable, loan processing, and financial record management. Proficient in QuickBooks, Xero, Google Sheets, and transaction tracking. Maintained organized financial records, monitored client payments, and supported daily finance operations across lending and distribution environments. Seeking a remote bookkeeping role supporting US or AU-based businesses.

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## KEY SKILLS

Accounts Receivable | Payment Monitoring | Financial Record Keeping | Invoice Tracking | Loan Processing | Data Entry | QuickBooks Online | Xero | Microsoft Excel | Google Sheets | Attention to Detail | Time Management

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## TECH PROFICIENCY

**Accounting/Finance:** Bookkeeping, Accounts Receivable Management

**Productivity:** Microsoft Excel, Microsoft Word, Google Sheets, Google Docs

**Communication:** Phone Support, Gmail, WhatsApp

**Other Tools:** Canva, ChatGPT, QuickBooks, Xero

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## EDUCATION Bachelor of Business Administration – Major in Marketing

PHINMA-Cagayan de Oro College | Cagayan de Oro City | 2014-2018

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## WORK EXPERIENCE

### Accounting Office Staff

Granduke Financing Corporation Inc. | Ormoc City, Leyte

May 2023 – December 2023

- Processed loan applications and verified client records for daily financing operations
  - Maintained organized financial documents and updated client account records accurately
  - Coordinated client follow-ups and payment monitoring to support timely collections
  - Recorded financial transaction details and ensured proper documentation compliance
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### Finance Officer

Beehive Distribution | Lapanan, Cagayan de Oro City

February 2020 – January 2023

- Managed accounts receivable and monitored customer payments for daily operations
  - Recorded and encoded financial transactions with consistent accuracy using Excel and Google Sheets
  - Tracked outstanding balances and supported collection follow-ups with clients
  - Maintained organized financial reports and payment records for internal monitoring
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## **Account Officer**

Lifebank Microfinance Foundation | Gusa, Cagayan de Oro City

March 2019 – June 2019

- Processed client loan payments and monitored active account balances
- Verified client information and conducted background checks for loan applications
- Maintained accurate client and financial records for daily branch operations
- Assisted clients with account-related concerns and payment inquiries

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## **CERTIFICATIONS**

- TESDA Introduction to Bookkeeping Certification (Completed 2026)
- Accounting and Bookkeeping Masterclass, Udemy
- QuickBooks Online Accountant Certification
- Xero Advisor Certification (L1)

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## **REMOTE WORK READINESS**

- Internet: Fiber connection with mobile hotspot backup
- Equipment: Windows laptop, noise-canceling headset, HD webcam
- Workspace: Quiet dedicated workspace for remote work
- Availability: Open to US, AU, and graveyard shift

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## **LANGUAGES**

- English: Fluent
  - Filipino: Native
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