



# Charlotte Jean

## ABEJAY

VIRTUAL BOOKKEEPER  
XERO & QUICKBOOKS EXPERT

### WORK EXPERIENCE

#### BOOKKEEPER VA (AU & US CLIENTS)

##### FREELANCE Part-time

2024 up to present

Responsible for maintaining accurate and up-to-date financial records for multiple clients, ensuring compliance with Australian and US accounting standards. Core duties include bank and account reconciliations, processing invoices, managing accounts payable and receivable, recording financial transactions, assisting with payroll support, and preparing month-end financial reports. Also responsible for maintaining organized bookkeeping systems, supporting data accuracy, and ensuring timely financial reporting for decision-making.

#### SENIOR BOOKKEEPER / ADMINISTRATIVE ASST

##### Department of Education

2021-2026

Managed administrative and bookkeeping tasks including financial record-keeping, data entry, document preparation, report generation, and office coordination. Assisted in maintaining accurate records, handling communications, organizing files, and supporting daily office operations while ensuring efficiency and compliance with government procedures.

#### ASSESSMENT CLERK

##### University of Science and Technology of the Philippines

2013-2021

Assessed student tuition fees, processed payments and billing records, maintained accurate student accounts, and prepared financial reports. Assisted students and parents with inquiries regarding balances, assessments, and payment concerns while ensuring accurate documentation and efficient office operations.

#### MEDICAL BILLING CLERK

##### Cagayan de Oro Medical Center

2012-2013

Handled medical billing, claims processing, data entry, and patient records while ensuring accuracy and compliance with healthcare procedures. Assisted with invoice preparation, payment tracking, insurance verification, and administrative support to maintain efficient daily operations and accurate financial documentation.

### EDUCATION

2011

#### BS in Information Management

Xavier University - Ateneo de Cagayan

### ABOUT ME

Detail-oriented Virtual Assistant and Bookkeeper with 10+ years of experience providing administrative support, financial management, data entry, email handling, and customer service for government and private organizations. Proficient in QuickBooks Online, Xero, Microsoft Office, and Google Workspace, with strong organizational skills, attention to detail, and the ability to manage tasks efficiently in remote work environments.

### CONTACT



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Cagayan de Oro City, Philippines

### SKILLS

- Accounting Skills
- Administrative Support
- Graphic Designing
- Quickbooks Online
- Xero
- Microsoft Office 365,
- Google Workspace
- Canva

### CERTIFICATION

- Certified QuickBooks Online ProAdvisor
- XERO Advisor
- Certified Basic Accounting and Bookkeeping for Non-accountants