

Vanessa S. Gonzaga

Reliable Quickbooks & Xero Bookkeeper

Dual-Certified Online Bookkeeper Dedicated to Streamlining Your Numbers, Reliable Virtual Support Tailored to Your Unique Business Needs



About Me

Hi, I'm Essa Gonzaga—an Accounting and Bookkeeping Virtual Assistant committed to helping small and medium-sized businesses stay organized, financially informed, and ready for growth.

Managing finances can take valuable time away from running your business. That's where I come in. I help business owners simplify their accounting processes by accurately tracking income and expenses, organizing financial records, and maintaining up-to-date books. With clear and reliable financial information, you'll always know where your business stands and be able to make confident decisions.

While I handle the numbers, you can focus on growing your business, serving your clients, and reaching your goals.

Let's work together to build a stronger financial foundation for your business.



My Contact

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Services Offered



Bookkeeping & Financial Management

- ✓ Upload and record bank and credit card transaction
- ✓ Create and manage sales invoices
- ✓ Record bills and manage Accounts Payable



Account Reconciliation

- ✓ Perform bank and credit card reconciliation
- ✓ Ensure financial records match bank statements
- ✓ Identify and resolve discrepancies in financial data



Financial Reporting

- ✓ Prepare Balance Sheet Reports
- ✓ Prepare Profit and Loss (Income Statement) reports

Tools and Software



Hard Skills

- Bookkeeping
- Accounting
- Budget Monitoring
- Data Entry
- Financial Data Analysis
- Spreadsheet Management

Soft Skills

- Adaptable & Quick Learner
- Strong Communication
- Time Management
- Dependability

Your dependable partner who cares about your business success.

The Companies I Worked With

(Philippine-based)



Certification and Continuing Professional Development



Certificate of completion

Vanessa Gonzaga

Has successfully passed the exam and achieved:

QuickBooks Online Accountant Certification

Dated: 14 May 2026



Amanda Newton
Amanda Newton
GTM Segment Lead,
Accountant Channel -
Rest of World Portfolio



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