

PATRICIA JANE MADRIGAL

patricijanacruz@gmail.com ❖ +639917989324 ❖ Anao, Province Of Tarlac, Philippines 2310

PROFESSIONAL SUMMARY

Detail-oriented Bookkeeper and Finance Virtual Assistant with extensive experience in full-cycle bookkeeping and compliance in the financial sector. Proven ability to streamline financial processes, ensure accuracy in reporting, and provide high-quality support to diverse clients.

WORK EXPERIENCE

Mutia and Trinidad Law Offices

June 2025 - March 2026

Bookkeeper

Ortigas Center, Pasig City, Philippines

- Engineered full-cycle bookkeeping processes, maintaining precise financial records and ensuring timely completion of month-end closing activities.
- Optimized client invoicing and accounts receivable follow-ups, reducing collection time by approximately 20%.
- Executed detailed reconciliations of accounts payable and cash transactions to uphold accuracy and audit readiness.
- Facilitated tax compliance by preparing and processing various tax filings, while acting as the liaison between the firm and external accountants.
- Improved reporting accuracy through meticulous record-keeping and financial documentation.

Caribbean

January 2025 – May 2025

Finance Assistant (Remote)

Philippines

- Coordinated purchase order processing, ensuring timely fulfillment and improved accuracy of orders across multiple retail locations.
- Monitored and reconciled inventory across nationwide branches, enhancing reporting reliability and operational efficiency.
- Delivered bookkeeping support, expense tracking, and data entry, contributing to streamlined administrative workflows for a multi-branch business.
- Collaborated with operational teams to identify and resolve discrepancies, promoting effective financial oversight.

Everything Accounted For

August 2024 - May 2025

Project-Based Bookkeeper

Philippines

- Managed full-cycle bookkeeping for Canadian-based clients using QuickBooks Online, including bank feed integration, transaction categorization, and expense tracking.
- Performed monthly bank and credit card reconciliations, ensuring all transactions were accurately recorded and discrepancies were resolved promptly.
- Generated and reviewed financial reports such as Profit & Loss Statements and Balance Sheets to support accurate financial reporting and month-end closing.
- Maintained organized, audit-ready financial records by managing receipts, matching supporting documents, and locking completed accounting periods to preserve data integrity.

EVANGELISTA MEDICAL SPECIALTY HOSPITAL

July 2023 - December 2023

Accounting Associate (OJT)

San Pedro, Province of Laguna, Philippines

- Prepared and adjusted journal entries using Bizbox for accurate daily financial transactional reporting.
- Supported monthly bank reconciliations and payroll processing, ensuring timely employee payments.
- Assisted in inventory management and physical counts, reinforcing accuracy in stock assessments.
- Reviewed financial documents for compliance with regulations, facilitating tax filing and accuracy.

EDUCATION

Colegio De San Pedro, Inc.
Bachelor of Science: Accountancy

July 2024
San Pedro City, Laguna, Philippines

Nabua National High School
Senior High School: Accountancy, Business and Management

April 2020
Nabua, Camarines Sur, Philippines

La Purisima National High School
Secondary High School

March 2018
La Purisima, Nabua, Camarines Sur, Philippines

CERTIFICATIONS, SKILLS & AWARDS

- **Skills:** QuickBooks; Xero; Financial Reporting; Bookkeeping; Tax Compliance; Bank Reconciliation; Client Portfolio Management; Microsoft Excel; Communication Skills; Attention to Detail; Problem Solving; Operational Efficiency; Initiative
- **Certifications:** Xero Certified Professional; Quickbooks Level 1 Certified; TESDA National Certificate III (Bookkeeping)
- **Awards:** Graduated Magna Cum Laude from Bachelor's Degree in Accountancy; Graduated with Highest Honor from Senior High School; Graduated with High Honor from Secondary High School