



Hello, My name is

VON JOSHUA REYES

BOOKKEEPER & VIRTUAL ASSISTANT

PROFILE

I am a positive and outgoing person who loves continuous learning, has strong problem-solving and critical thinking skills. Through different work experiences, I learned how to identify problems, devise solutions, and initiate change.

CONTACT

📞 +639666923955

✉️ reyes.vonjoshuap@gmail.com

🏠 Montalban

SKILLS

- Proficiency with Administrative Tasks
- Knowledgeable in the full accounting cycle
- Able to prepare and analyze financial reports
- Detail Oriented
- Ability to work independently and with groups
- Adaptability
- Commitment to Learning
- Has Strong Verbal & Written Communication

WORK EXPERIENCE

FREELANCER

Offshore and Local Clients 2021 -2022

- Worked as a Graphic Designer for an insurance company
- Virtual Assistant
- Artist - create poems, photography, written contents, stories, and lyrics

APPOINTMENT SETTER

Offshore Clients 2022

- Schedules consultations between sales staff and prospective clients

BOOKKEEPER

Offshore and Local Clients 2021 - 2022

- Assist the business with financial transactions, planning, and organizing.
- Proficient in Excel, Quickbooks, and Xero

MANAGEMENT ACCOUNTING INTERN

PruLife UK 2021

- Assist with recruitment, computation of taxes and contributions of employees, tracking and monitoring, and other administrative tasks

EDUCATION HISTORY

**BACHELORS OF SCIENCE IN
MANAGEMENT ACCOUNTING** 2018 - 2022

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
MANILA