



Madellane Barbero

ACCOUNTANT / TAX &
ACCOUNTING SPECIALIST

WORK EXPERIENCE

MicroSourcing Phils. Inc. | Bookkeeper (Project Based) **Sept 2021 - Sept 2022**

- Performing routine accounting and bookkeeping for multiple companies including but not limited to accounts payable and receivable, payroll processing, journal entries, and financial statement preparation
- Assist with adjusting journal entries and accruals
- Help managing inventory, including but not limited to inventory forecast and inventory adjustment based on FIFO
- Completing financial analyses of business operations and key performance indications to interpret / present results

IQOR Phils. Inc. | Customer Support Representative (Seasonal) **Oct 2020 - Dec 2020**

- Inbound CSR - assist clients with their orders
- Create orders for customers
- Assists customers on inquiries and issues on their orders

F&RA Plurad Construction | Finance & Accounting Consultant **Mar 2020 - Sept 2020**

- Looked at financial performance and identified trends
- Preparations of government reportorial (monthly, quarterly and annually)

A&A Top Business Consulting Co. | Senior Accountant / Associate

July 2007 - Feb 2020

- Closely transact with clients with regard to their company's finances & other accounting matters
- Preparation of government reportorial (monthly, quarterly & annually)
- Assists clients with inquiries and issues concerning their business and accounting system

E.S.Licuanan & Associates Co. | Junior Accountant / Associate **Mar 1998 - June 2004**

- Closely transact with clients with regard to their company's finances & other accounting matters
- Preparation of government reportorial (monthly, quarterly & annually)
- Assists clients with inquiries and issues concerning their business and accounting system

CONTACT

📞 09618824966

✉️ madellanebarbero@yahoo.com

🌐 mmbacctgsvs.madellanebarbero.com

PROFILE

Dedicated and detail-oriented with 28 years of experience. An accounting specialist with decades of successful experience in the field of accounting and audits. Specializes in Financial Statement report and preparation and has handled computerized accounting like QuickBooks, MYOB & Peachtree.

EDUCATION

Polytechnic University of the Philippines
Bachelor of Accountancy
Completed 1997

Home-Based Connect


Certificate in VA, SMM, Facebook Ads, Shopify and Wordpress
Completed 2023


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I am the perfect match for the job. I am an experienced accountant and bookkeeper and can offer my excellent skills for your virtual assistance needs.

I can do data entry (bookkeeping) with the use of Quickbooks. I have advanced skills in Excel and can easily navigate and prepare reports with the help of formulas (i.e. VLOOKUP, Pivot). I am also well adept with the use of Google docs and spreadsheets. I can also manage Google Drive and Google Calendar, as well as handle emails. I also do good at internet research and have excellent English language comprehension.

In addition, I am also an Accounting graduate with decades of actual experience in the field of Accounting, Finance, and Bookkeeping. I can assure you that I am organized, can be easily trained, and am a fast learner.

Lastly, my main objective for my clients is to give outstanding results, long-term relationships, and professionalism to my work.

I am a passionate Accounting Specialist and am confident to be a Virtual Assistant. I can commit to working with you for 30 hours a week.

Thank you in advance for your time and consideration.

Looking forward,

Madellane Barbero