

LENDY DELOS REYES

Certified Bookkeeper |
Quickbooks and Xero
Certified Pro Advisor



<https://www.linkedin.com/in/lendy-delos-reyes-76022a16a/>



<https://www.upwork.com/freelancers/~0156f3846ceb1a0ce9?viewMode=1>



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(63) 909-817-2652



EDUCATION

University of Mindanao 2023

Bachelor of Science in Management
Accounting

SYSTEMS EXPERIENCED



PROFESSIONAL SKILLS

Quickbooks & Xero

Bookkeeping

Social Media & Tech-Savvy

Strong Organization Skills

Hard Working

Time Management

Detailed Oriented

Determined

Strong Analytical & Problem
Solving Skills

CERTIFICATIONS



MAB Online Accounting/Bookkeeping
Course



Xero Central Certified Advisor



Quickbooks Certified ProAdvisor

WORK EXPERIENCES

BOOKKEEPER

- Maintaining accurate books of accounts Payable and Accounts Receivable
- Perform daily accounting tasks such as monthly financial reporting, record payments and adjustments.

Federation of Davao Dairy Farmer's Cooperative
April-November 2023

ACCOUNTING STAFF/PAYROLL

- Processed payroll for approximately 30 total employees
- Processed remittances and filing tax

Kudos Trucking Corporation
March 2022 -March 2023

CHARACTER REFERENCE

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