

JEANETTE R. ANDO

Certified Bookkeeper | Entry-Level Accounting | General Administration

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TOOLS & SOFTWARE

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Google Sheets
- QuickBooks (basic)
- Canva
- Trello
- Notion
- Zoom
- Email (Gmail, Outlook)

SKILLS AND EXTRAS

- Bookkeeping & Data Entry
- Financial Documentation
- Bank Reconciliation
- Invoice & Check Processing
- Contract Preparation
- Time Management
- Organization
- Attention to Detail
- Analytical Thinking
- Communication (Verbal & Written)
- Confidentiality
- Problem Solving
- Reliability

CERTIFICATIONS

Certified Bookkeeper
National Institute of Accounting
Technicians (NIAT), 2025

PROFESSIONAL SUMMARY

A detail-focused reliable certified bookkeeper brings experience from her hands-on work with accounting and administrative duties. Experience includes managing contracts while helping with financial document preparation and contributing to office daily functions. The ability to work with Microsoft Office software comes alongside dedication to precise work while maintaining confidentiality and a commitment to ongoing development. I am prepared to bring a positive impact to a high-energy team professional setup.

INTERNSHIP EXPERIENCE

Accounting Intern

Global Group Investment & Property Holdings Inc.

Cebu City | January 2025 – April 2025

- Financial records including contracts of lease and non-waiver agreements and sworn statements and check request forms received preparation and processing and organizational treatment.
- Accompanied client meetings
- I handled financial summary preparation as well as expenditure monitoring and VAT computation
- I assisted in developing and examining tax documents along with BIR forms and SEC registration requirements.