



# ZANDRA MAY M. COMENDADOR

VA|BOOKKEEPER|EA|PAYROLL

## MY CONTACT

### Phone

+639760825361

### Email

zandramay1691@gmail.com

### Address

Blk. 7 Lot 3 AAA GK Molave  
Village, Payatas B. Quezon City

## SKILLS

- Proficient in Accounting Software
- Accurate Data Entry
- Bank Reconciliation
- Accounts Payable and Receivable Management
- Financial Reporting
- Payroll Processing
- Tax Preparation:
- Organization and Time Management

## ABOUT MYSELF

With 11 years of experience in the field of bookkeeping, I offer remote accounting services to businesses of all sizes. As a virtual bookkeeper, I provide a convenient and flexible solution for managing your financial records. I specialize in maintaining accurate and up-to-date financial information, ensuring that your books are well-organized and compliant with accounting standards.

## EXPERIENCE

### Rent for Event | Bookkeeper [ January 2024 – May 2024 ]

- Created customized financial reports for the CEO
- Performed Bank reconciliation
- Checked ACH payments and Stripe payment
- Reconciled monthly income vs CRM (Odoo vs QBO)
- Prepared Month-End process
- performed other adhoc tasks
- 

### theFinanceStack | Junior Accountant [ September 2023 – November 2023 ]

- Handled AP for 4 Clients
- Bank reconciliation for 4 Clients
- Performed Payroll Process for 2 Clients
- Created Journal entries Clients
- Prepared Month-End process

### Total Management NYC | Administrative Staff [ September 2023 – November 2023 ]

- Performed Email management, created various monitoring for properties
- Updated owners, tenant and renters info in Appfolio.

### Nova Management Association | Accounts Payable Specialist [ December 2022 – September 2023 ]

- Reconciled processed work by verifying entries and comparing system reports to balances
- Performed vendor's statement of account reconciliation
- Assisted senior accountants with the preparation of financial statements
- Communicated with the Property Managers and assisted them to their accounting concerns

# TOOLS

- MSWord/GoogleDocs
- MSExcel /GoogleSheets
- MSPowerPoint/GoogleSlides
- GoogleDrive
- Share Drive/ Drop box
- Canva
- Facebook
- Instagram
- Twitter
- LinkedIn
- Podio CRM
- Asana
- Quickbooks  
Online/Desktop/Enterprise
- SAP
- MS Outlook
- Google Meet
- Teams
- Skype
- AppFolio
- Fishbowl Inventory
- Trello
- Xero
- Slacks
- MRI
- Strongroom
- Umanage
- Adobe PDF
- Filmora
- ChatGpt
- Bard
- Bing
- Scribe
- Lasspass
- Expensify

## **SRWatt Companies I VA Bookkeeper [ February2023 – May 2023 ]**

- Created reports for Property distributions
- Bank reconciliation
- Created receipts
- Created Journal entries
- Recorded AP on MRI accounting tools
- Created financial reports

## **Arrowsmithshoes.com | VA Bookkeeper [ June 2022– May 2023 ]**

- Performed bill entry on Quickbooks desktop
- Performed Statement of Account reconciliation
- Managed incoming Invoice on accounting email for posting to QB Desktop

## **Ergo Trade Inc. | VA Bookkeeper & EA [ March 2022 –December 2022 ]**

- Performed calendar management
- Appointment setting and hotel & restaurant reservation
- Performed research as advised by the vice president
- Create an invoice, bill entries and journal entries for daily transactions on Quickbooks online and desktop
- Created payment for suppliers and contractors
- Created sales order/s
- Created process documents for new transactions
- Performed email management

## **Rocket Station | Virtual Assistant [ March 2022 – April 2022 ]**

- Property management customer service
- Created work orders, check status, provide timelines and resolutions
- Invoice tenants for monthly rent and receive payments in Quickbooks
- Invoice tenants for maintenance and repairs then receive payments in Quickbooks
- Prepare and process security deposits Quickbooks

## **333 Foods Inc. [ November 2015 – December 2021 ]**

### **Accounts Payable Officer**

- Reconciled processed work by verifying entries and comparing system reports to balances
- Performed vendor's statement of account reconciliation
- Assisted senior accountants with the preparation of financial statements
- Continued improving the payment process
- Trainer of new AP assistant of different concepts
- Performed Adhoc tasks

- 1password
- Missive
- Wagepoint
- ADP
- Missive
- Front
- Dext
- Hubdoc
- Loom
- Monday.com
- Tango

## EDUCATION

**2009-2011**

ASIAN INSTITUTE OF COMPUTER STUDIES

Associate Graduate of  
Computer Science  
Major in Programming

**2004-2008**

JUSTICE CECILIA MUÑOZ PALMA HIGH  
SCHOOL

### Accounts Payable Staff

- Keep track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Maintained historical records
- Managed to pay vendors by scheduling paychecks and ensuring payment is received for outstanding credit; generally responding to all vendor inquiries regarding finance
- Performed vendor's statement of account reconciliation on a weekly basis

### Virtual Office Management [ July 2021 - August 2021 ]

#### Accounts Receivable Staff

- Maintained the billing system
- Generated invoices and account statements
- Created estimates or quotations for clients

#### Administrative Staff

- Performed Email Management
- Performed clerical assistance
- Followed-up co-workers on their daily tasks using ASANA (Project Management Tool)

### M5 Mart | Audit Staff [ March 2015 - October 2015 ]

- Assisted the Audit head in reconciling the inventory discrepancy
- Performed physical inventory
- Performed timekeeping
- Performed post-checking of payroll records

### Centralbooks Inc. | Accounts Receivable Staff [ October 2014 - January 2015 ]

- Maintained the billing system
- Collected payments
- Performed generating invoices and account statements
- Maintained accounts receivable files and records organized
- Monitored and update AR Aging

## OTHER SKILLS

- Email and chat communication
- Online research
- Social media administration
- Basic property management administration
- Wix web designing
- Computer & Hardware Maintenance
- Inbound Calls

### **Islandwide Foods Inc. [ July 2014 – September 2014 ]**

Accounting , Purchasing, HR & Admin Staff

- Maintained the billing system
- Collected payments
- Performed generating invoices and account statements
- Maintained accounts receivable files and records organized
- Monitored and update AR Aging
- Prepared Purchase Order
- Ordered goods and monitored deliveries
- Performed canvassing
- Conducted interviews for new employees
- Performed time-Keeping and payroll checking
- Sent business letters to clients
- Maintained office supplies
- Maintained office orderliness

### **Sabella Fashion Group of Companies [ June 2012 – November 2013 ]**

Finance, Admin & Payroll Staff

- Performed daily bank reconciliation across entities ensuring transactions were properly reconciled
- Performed additional accounting support/tasks as requested by the Finance Manager
- Managed bank accounts and oversaw money transfers of the company
- Prepared cash memos, cheques, telegraphic transfers, and bills
- Performed payroll checking and releasing
- Arranged flight bookings and hotels for business purposes
- Conducted interviews for new employees
- Performed time-Keeping and payroll checking

### **California Telemarketing Inc.]Telemarketer [ September 2011 – March 2012 ]**

- Managed large amounts of inbound calls in a timely manner
- Followed call center “scripts” when handling different topics
- Performed identifying customers’ needs, clarifying information, researching every issue, and providing solutions