ANIEL CARL D. CASTILLO
Bookkeeper | Virtual Assistant
📍 Mangatarem, Pangasinan, Philippines

Career Overview

Bookkeeper and Data Entry Specialist delivering accurate financial records, clean data, and organized reports for online clients. Experienced in transaction recording, Excel spreadsheet management, and reconciliation support. Familiar with Xero and QuickBooks for efficient cloud-based bookkeeping. Helping businesses reduce errors, stay organized, and maintain reliable data for better decision-making.

BOOKKEEPING & ADMIN SKILLS

-Xero
-Quickbooks Online
- Data Entry Specialist
- Sales, Remittance & Inventory Report Encoding
- Accounts & Inventory Reconciliation Support
- Expense Tracking & Documentation
- Administrative & Clerical Support
- MS Excel & Word
- Attention to Detail & Confidentiality

WORK EXPERIENCE

Rodzon Marketing Corporation – Batangas, Philippines
Assistant In-Charge | 2024 – 2026
- Encode daily sales, inventory, and operational reports accurately
- Monitor inventory records and support reconciliation of stock data
- Maintain organized documentation for transactions and deliveries
- Assist in preparing reports used for financial tracking
- Support administrative tasks related to record keeping and reporting

EDUCATION

Senior High School Graduate
TVL – Information and Communication Technology (ICT)
Mangatarem National High School, Pangasinan

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.