Generose Petallo



Professional Summary

A detail-oriented and motivated professional with a strong background in accounting, bookkeeping, payroll, accounts payable, and administrative support. Highly organized, adaptable, and committed to accuracy, efficiency, and delivering quality results. Possesses strong analytical, communication, and problem-solving skills, with the ability to work effectively both independently and as part of a team.

Certifications

- **QuickBooks Online Accountant Certification** – Intuit 2025

Education

- **Bachelor of Science in Accountancy**
  San Pedro College of Business Administration, San Pedro City, Laguna — 2024

Professional Experience

Part-Time Bookkeeper / Virtual Assistant
Freelance – U.S.-Based Client
2026

- Processed payroll accurately and on time, ensuring proper recording of employee compensation and payroll-related transactions.
- Prepared, generated, and managed client invoices, including monitoring outstanding balances and payment status.
- Performed bank reconciliations to ensure accurate financial records and identify discrepancies.
- Prepared financial reports to support business operations and management decision-making.
- Maintained organized and up-to-date bookkeeping records using QuickBooks.
- Provided administrative and virtual assistance support, including data entry, document management, and coordination of financial transactions.

Procure to Pay Associates
Asiapeopleworks (SGS-Assigned Company)
2025 – 2026

- Timely and accurate review, validation, and processing of incoming invoices (e.g., PO, Non-PO)
- Ensure that invoices are properly coded and booked in accordance with the SGS Chart of Accounts.
- Handle supplier statements and vendor inquiries
- Respond to inquiries from internal and external stakeholders regarding outstanding P2P inquiries (e.g. invoices, payments, travel, and expenses audit responses).
- Follow up on match exceptions and coordinate with Business and Procurement for the resolution.
- Follow up on transactions on the long-outstanding items in the Accounts Payables Trial Balance (Ageing)
- Follow up on open Purchase Orders and invoices on hold
- Work on the preparation of Withholding Tax Certificate
- Work closely with the R2R team in ensuring that no AP transactions are outstanding in the bank reconciliation and cash management.
- Support on the Balance Sheet Recon clean up

Technical Support for QuickBooks
Foundever, Muntinlupa City
2021 – 2025

- Provide expert-level technical support for QuickBooks users, assisting with issues related to accounting transactions, payroll, and installation.

- Handle payroll setup and processing, including tax forms and direct deposit configuration using QuickBooks Payroll.

- Support QuickBooks Payments setup and troubleshooting, and guide users on linking and reconciling merchant accounts.

- Guide users in proper software use, including invoicing, chart of accounts, and reconciliation.

- Deliver exceptional customer service with strong troubleshooting and communication skills.

Customer Service Representative
Alorica, Muntinlupa City
2020– 2021

- Made 30+ inbound calls per day to answer customer queries about insurance coverage and claims.
- Received Top Agent Awards (out of 500+ reps)

On-the-Job Training

Accounting Staff (OJT)
Mapag-Ampon Parish Multi Purpose Cooperative, Muntinlupa City
May 2024 – August 2024

- Recorded daily collections and prepared deposit slips for bank transactions.
- Monitored and documented transactions for the cooperative's revolving fund and petty cash fund.
- Assisted with filing, basic reconciliation, and maintaining accurate records of financial transactions.
- Gained hands-on experience in cooperative accounting operations and daily bookkeeping routines.

Technical Skills

- **Accounting Software**: QuickBooks Online, QuickBooks Desktop, Oracle
- **Payroll**: Processing, Tax Forms, Direct Deposit Setup
- **Bookkeeping Tasks**: Invoicing, Reconciliations, Chart of Accounts, Collections & Deposits
- **Tools**: Microsoft Excel, Google Workplace, Zoom, Canva
- **Knowledge**: Financial Statements, Adjusting Entries, Basic GAAP