JERICO PAULO DELA PENA

Bookkeeper | QuickBooks Online

I Manage daily bank feeds, Accounts Receivable invoicing, and Accounts Payable bill tracking using QuickBooks Online, while performing monthly account reconciliations to ensure precise financial data.

SKILLS

- Chart of Accounts (COA)
- Invoice & Billing Generation
- Vendor Management
- Bank Feeds & Bank Rules
- Aging Reports (AR/AP)

WORK EXPERIENCE

BOOKKEEPER | FIWIN BUSINESS SOLUTION
2025 - 2026

- Transaction Management: Recorded and categorized daily business transactions in QuickBooks Online with accuracy, maintaining an organized chart of accounts.
- Bank Reconciliations: Conducted weekly and monthly bank, credit card, and PayPal reconciliations to resolve discrepancies and keep books audit-ready.
- Accounts Receivable (AR): Handled end-to-end AR processes, including invoice generation, tracking aging reports, and collecting overdue payments.
- Accounts Payable (AP): Managed AP by verifying vendor bills against purchase orders and scheduling timely payments to avoid late fees.
- Reporting & Closing: Assisted with month-end closing procedures and generated critical financial reports, including Profit & Loss and Balance Sheets.

CERTIFICATION

- QuickBooks Proadvisor Certificate

EDUCATION

PANGASINAN STATE UNIVERSITY

Bachelor of Science in Hospitality management
2019 - 2023