MICHELLE R. ARANAS

Experienced Bookkeeper | Cleanup & Catch-Up | Monthly Bookkeeping | QuickBooks Online + Xero

Pagadian City, Philippines

PROFESSIONAL SUMMARY

Books behind, messy, or difficult to trust? I help small-business owners get their books clean, organized, up to date, and reliable.

I provide bookkeeping cleanup and catch-up, monthly bookkeeping, account reconciliations, transaction review, month-end close, and financial reporting using QuickBooks Online and Xero.

My hands-on experience includes cleaning up 15 months of unreconciled bookkeeping for a US-based service business, working across 15 financial accounts, thousands of historical transactions, multiple payment platforms, and multiple currencies.

I focus on resolving discrepancies, identifying duplicate and misclassified transactions, and maintaining organized financial records that business owners can rely on.

Whether you need to catch up on overdue books or maintain accurate records every month, I can help you get back on track.

HOW I CAN HELP

- **Bookkeeping Cleanup & Catch-Up** — Bring outdated and unreconciled books up to date.
- **Monthly Bookkeeping** — Keep transactions categorized, accounts reconciled, and records organized.
- **Bank & Credit Card Reconciliation** — Identify discrepancies and ensure balances properly tie out.
- **Transaction Review & Classification** — Investigate unusual, missing, duplicate, or misclassified transactions.
- **Month-End Close** — Prepare accounts and records for accurate month-end reporting.
- **Financial Reporting** — Prepare Profit & Loss, Balance Sheet, Trial Balance, Cash Flow, and management reports.
- **AP & AR Support** — Assist with invoicing, payables, receivables, and payment monitoring.
- **Multi-Currency Bookkeeping** — Reconcile and review transactions across multiple currencies.

TECHNICAL SKILLS

QuickBooks Online | Xero | Bank & Credit Card Reconciliation | Transaction Review | Cleanup & Catch-Up | Month-End Close | AP/AR | Financial Reporting | Multi-Currency Bookkeeping | Google Sheets | Microsoft Excel | Google Drive

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PROFESSIONAL EXPERIENCE

XERO REMOTE BOOKKEEPER

Direct US Client | Project-Based Contract | April 2026 – June 2026

Cleaned up and reconstructed **15 months of unreconciled bookkeeping** for a US-based service business, bringing outdated records into a more accurate and organized state.

- Cleaned up 15 months of unreconciled bookkeeping for a US-based service business, investigating discrepancies and organizing historical financial records.

- Reviewed and reconciled 15 financial accounts involving Stripe, Wise, PayPal, Chase credit cards, and business bank accounts.
- Investigated thousands of historical transactions, identifying duplicates, missing entries, misclassifications, and discrepancies requiring review.
- Worked with USD, EUR, and CZK transactions, reviewing foreign exchange differences and timing variances.
- Used Xero Bank Rules, account mappings, and reconciliation procedures to improve consistency and reduce repetitive manual work.
- Prepared Profit & Loss, Balance Sheet, and management reports to support financial review and business decision-making.
- Coordinated with management to clarify unusual transactions and resolve outstanding bookkeeping questions.

BOOKKEEPING ASSOCIATE — INTERNSHIP PROGRAMS

Digital Bytes Financial Consultancy Services | July 2025 – September 2025

- Completed practical bookkeeping projects using QuickBooks Online for a US-based business scenario and Xero for an Australian retail business scenario.
- Practiced historical bookkeeping reconstruction, opening balance setup, transaction coding, and bank reconciliation.
- Prepared Profit & Loss, Balance Sheet, Trial Balance, and Cash Flow reports for review.
- Worked through AP/AR processes and Australian payroll-related workflows, including exercises involving 30+ employees.

FINANCE & BILLING ADMINISTRATOR — PART TIME

Jackson's Security Agency | July 2018 – Present

- Manage billing activities for **50+ client accounts**, including invoicing, payment monitoring, and collection follow-ups.
- Assist with administrative reports related to Bank Deposits/Payments of clients.
- Prepare recurring management reports used for operational planning and business monitoring.

CERTIFICATIONS

- **QuickBooks Online Certified Advance ProAdvisor** — Intuit | 2026
- **Xero Advisor and Payroll Certification — Levels 1 & 2** — Xero | 2026
- **AU & US Bookkeeping Training** — Digital Bytes Financial Consultancy Services | 2025

EDUCATION

Bachelor of Science in Information Technology
Zamboanga del Sur Maritime Institute of Technology | 2016