

ZOTOMAYOR
MON IRVIN

ACCOUNTING & VIRTUAL ASSISTANT | BOOKKEEPER (LOCAL & INTERNATIONAL)

Contact

Mon Irvin Zotomayor

About Me

Results-driven Bookkeeping Professional with 11 years of experience supporting local and international clients across diverse industries. Adept at full-cycle bookkeeping, month-end close, reconciliations, and financial reporting. Proficient in Xero, QuickBooks, SAP, PropertyMe, Impluse, IFCA,, and Console. Committed to enhancing financial accuracy, process efficiency, and delivering actionable insights to drive client success.

Core Competencies

- Accounting Software: Xero, QuickBooks (Online & Desktop), PropertyMe, Impluse, IFCA, SAF, Console
- Bookkeeping Functions: Bank & credit card reconciliation, A/P, A/R, general ledger entries, payroll, month-end close, financial statements
- Financial Reporting & Analysis: Accuracy-driven, analytical, with strong attention to detail, deadline management, and international client coordination

Education

Bachelor of Science in Business Administration
Major in Financial Management
University of the East — 2008 -2012

A comprehensive and practice-oriented degree designed to equip students with deep expertise in financial decision-making, investment analysis, and corporate finance. The curriculum integrates foundational financial theories with hands-on applications such as portfolio management, risk assessment, capital budgeting, and real-world case studies. Graduates emerge with strong analytical, ethical, and communication skills—fully prepared for roles in corporate finance, banking, investment, insurance, treasury, and capital markets

Experience

REI Success Partners/Investor Machine
Bookkeeper — May 2021 - May 2026

Provided excellent virtual assistance and bookkeeping support for a US-based real estate company, including managing financial records, reconciling accounts, tracking expenses, and handling administrative tasks. I am proficient in bookkeeping tools such as QuickBooks and Google Sheets, with strong attention to detail, organization, and communication skills in a remote work environment.

Ingram Micro Philippines
Senior Accountant — Feb 2019 - Dec 2021

As a Senior Accountant at Ingram Micro, served as a seasoned finance professional overseeing pivotal accounting operations. The role involves ensuring the accuracy and compliance of financial records, collections, driving process enhancements, and supporting key organizational initiatives and audits

Rockwell Integrated Property Services, Incorporation

- **Treasury Assistant (Head Trainee)** — Apr 2017 - Jul 2017

Managed daily cash collections and check processing, governed cash disbursements for supplier payments, and authorized Bureau of Internal Revenue (BIR) payments on behalf of all Rockwell Center condominium corporations.

- **General Ledger Assistant** — Sept 2015 - Apr 2017

Reviewed and validated supplier document submissions prepared and presented monthly financial statements, and processed statutory BIR remittances (Forms 1601-E, 1702Q, 2550M).

- **Accounts Payable Assistant** — Sept 2014 - Sept 2015

Reviewed and validated supplier document submissions prepared and presented monthly financial statements, and processed statutory BIR remittances (Forms 1601-E, 1702Q, 2550M).

- **Treasury Assistant** — Sept 2012 - Sept 2014

Managed daily cash collection and check processing, and allocated funds for supplier payments across two condominium corporations —Joya Lofts & Towers and The Manansala.