



WINNIE

Savvy VA, QBO Expert & Bookkeeper

EXECUTIVE SUMMARY

- Former local Bookkeeper turned into a freelance Bookkeeper and Virtual Assistant with 8 years of relevant working experience.
- Set up and maintained over 20 businesses using various accounting software.
- Worked in small to mid-size e-commerce and some service companies.

KEY SKILLS

- QuickBooks Online Bookkeeping • Xero • Amazon Sales Reporting • Ebay • Etsy Sales • Dropshipping • Payroll
- EmailSupport • WordPress • WooCommerce • Calendar Management • Crypto-trading

PROFESSIONAL EXPERIENCE

BOOKKEEPER December 2019—Present

UK, UAS and US Based Clients

- Provided various bookkeeping and accounting functions in small to midsize companies.
- Maintained electronic documents, accounts payable, accounts receivable, bank accounts, and employees.
- Entrusted with financial records, documents, and receipts.
- Compiled spreadsheets of data generated from Amazon, and various e-commerce platforms, and formulated relevant sales reports and progress.
- Managed bookkeeping responsibilities including data entry, reconciliation, and generation of financial reports.
- Fulfilled several orders through Amazon, and performed drop shipping activities for several companies.

EXECUTIVE ASSISTANT/ GENERAL V.A December 2019—Present

UK, UAS and US Based Clients

- Manage the owner's calendar, schedule appointments, and assist with time management.
- Handle email correspondence, prioritize messages, clean and update the email inboxes (personal/company), and draft responses when necessary.
- Take meeting minutes, track action items, and follow up on tasks to ensure completion.
- Provide general administrative support, including file organization and data entry.
- Booking travel and accommodations for the CEO and the staff and meticulously filing expenses.
- Maintain and update confidential files, records, and databases. Ensure that information is accurately documented and easily accessible.

CLERK/PAYROLL OFFICER October 2014—November 2019

UK, UAS and US Based Clients

- Maintained the owner’s calendar, scheduling meetings, and ensuring no conflicts occurred. th and last day of the month.
- Prepared payroll reports for several clients every 15
- Submitted inventory reports to the taxation office for all firm clients. • Processed documents for the annual renewal of business licenses.
- Prepared monthly taxation reports such as VAT, Withholding, and Percentage Taxes. • Involved in planning and coordination of company events and activities.

EXTERNAL AUDITOR August 2015—December 2015

[REDACTED]

- Performed bank reconciliation in all accounts.
- Scrutinized inventories and generated findings on the audit performed.
- Examined relevant documents to ensure no discrepancies and unremitted funds.

TECHNICAL SKILLS

Software

- Microsoft Office • Hubstaff • Adobe Photoshop • Asana • ClickUp • Monday.com • QuickBooks Online and Desktop • Ramp • Rippling • Trello • Appfolio • Zoho • Square • Notion • MS Outlook • Filmora • Canva • Google Suite • Airtable • BitMex • Binance

EDUCATION

Bachelor of Science in Geodetic Engineering

[REDACTED]

Philippines • 2013

CERTIFIED QUICKBOOKS ONLINE PRO ADVISOR - 2021