



Lifhia Jane Barotilla

Virtual Accountant/Bookkeeper

Self-starter certified bookkeeper with solid knowledge in bookkeeping, accounting and auditing, seeking a role within an organization that is both challenging and rewarding. Eager to utilize professional experience, education and good analytical skills to help your business grow while continuously learning and optimizing career growth.

SKILLS

Solid knowledge of GAAP
Proficient in Quickbooks Online
Familiar with SAP ERP System
Proficient in Microsoft Office (Word, Excel, Powerpoint);
Detail-oriented, efficient and organized
Communication and Interpersonal skills
Reporting and analytical skills
Adaptability
Integrity and Transparency

COMPETENCY

National Certificate III, Bookkeeping
TESDA Cert No.: 1704460300077

ELIGIBILITY

Career Service Professional, August 6, 2017
Civil Service Cert No.: 0173, s. 2017

CONTACTS

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Address: Dumaguete City, Negros Oriental,
6200, Philippines

EDUCATION

Bachelor of Science in Accountancy

Asian College of Science and Technology- Dumaguete

(Graduated: 2016)

PROFESSIONAL EXPERIENCE

Project Technical Staff I (Accountant) | Jan 2020-May 2021
CHED RO VII, K to 12 Scholarships for Graduate Studies-Local

- Audit scholarship contracts, disbursement voucher, authorization to credit if details and amounts are consistent with the master list and other documents;
- Maintain book of accounts, ensure there are no double payments or incorrect payments;
- Reconcile book and bank accounts/transactions;
- Prepare journal entries, reports, endorsements, and certifications;
- Perform any other tasks assigned by the PAFP, Chief Accountant, CAO or Regional Director.

Project Support Staff IV (Bookkeeper) | Aug 2017-Dec 2019
CHED RO VII, K to 12 Scholarships for Graduate Studies-Local

- Process and monitor transactions of the Scholarship program for Graduate Studies- Local disbursements;
- File and track documents;
- Prepare payroll, periodic reports and budgets;
- Maintain up-to-date records of payments made.

Auditor (Voluntary Work) | November 2016-July 2017
Manjuyod Mutual Aid Organization

- Examine accounts and financial control systems;
- Check whether financial reports and records are accurate and reliable;
- Identify if and where processes are not working as they should and advise on changes to be made.

Customer Service Representative - Operations
Qualfon Philippines, Inc. - Dumaguete | June 2013- July 2014

- Respond promptly to customer inquiries;
- Process orders, forms, applications, and requests; handle customer complaints and provide appropriate solutions and alternatives;
- Keep records of customer interactions, transactions, comments and complaints;
- Ensure customer satisfaction and provide professional customer support.

"The only way to do great work is to love what you do."

-Steve Jobs