

JOHN GRACE PALOMO

ACCOUNTANT/BOOKKEEPER

PROFILE

A professional Accountant and Bookkeeper with over 4 years of work experience in the field of Accounting. I am an expert in Quickbooks Online and Xero and successfully implemented to various Small and Medium Enterprises. I can do all-around accounting jobs from recording down to financial reporting. I am also an Excel expert who can automate your financials.



REACH ME



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live:palomojohngrace_1

SKILLS

Strong Analytical &
Problem Solving Skills
Tech-Savvy
Hard Working
Fast Learner
Time Management

EDUCATION

2015

ARELLANO UNIVERSITY

Bachelor of Science in Business Administration
Major in Management Accounting

Certified Xero Advisor, Xero, since 2021
Certified Quickbooks Proadvisor, Intuit, since 2021



EXPERTISE

FINANCIAL REPORTING AUDITING
PAYROLL
BUDGETING/FORECASTING
FINANCIAL ANALYSIS
DATA MIGRATION
ACCOUNTS RECEIVABLE MANAGEMENT
ACCOUNTS PAYABLE MANAGEMENT

EXPERIENCE

June 2015 - August 2017

Telus International Phils. (TELCO)
Customer Service Specialist

- Assists in order processing, appointment set up and queries about Home Phone, High Speed and Cable to customers in Northern Canada
- Documents productivity and maintain a consistent exceptional service to customers and reports to Team Lead

February 2018 - February 2023

- Farai Accounting (US)
- Foamball Holdings (Ireland)
- Gecko (Australia)
- Kahn Barnes Pty Ltd (Australia)
- Nikke H. (Australia)
- Valeriya R. (Belgium)
- Keith D. (US)
- Crystal M. (US)

Freelance Accountant/Bookkeeper

- Recording of all transactions (bills, invoices, withdrawals, and deposits) in Accounting software
- Bank and Credit Card reconciliations
- Data Migration
- Setup of accounts in Quickbooks Online, Xero, & Wave
- Tune-up or Troubleshooting of accounts – fixing ending balances of all accounts
- Audit of transactions and balances
- Inventory tracking and management
- Accounts Receivable/Accounts Payable billing and collection
- Preparation of cash flow projections or budgets
- Financial reporting and analysis

August 2017 - February 2018

P.J. Lhuillier Group of Companies

Accounting Assistant/Accounts Receivable

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Prepares Monthly Cash Flow Statement

