

Lendy's PORTFOLIO

By: Lendy Delos Reyes





ABOUT ME

A graduate of Bachelor of Science in Management Accounting. Experienced bookkeeper/accounting staff for almost 2 years. A person who is always on her A-game when it comes to doing administrative/bookkeeping jobs.



Lendy Delos Reyes
Experienced Bookkeeper:
QuickBooks & Xero Certified

VISION

To be known as the dedicated, jolly, high-spirited Virtual Accountant/Bookkeeper.

[READ MORE](#)





EDUCATION

Studied Accounting since High School, took Accountancy, Business and Management and Graduated With Honors.

[READ MORE](#)

August-Oct 2023
Online Bookkeeping

MAB Online Academy

2018-2023
Bachelor of Science in
Management Accounting

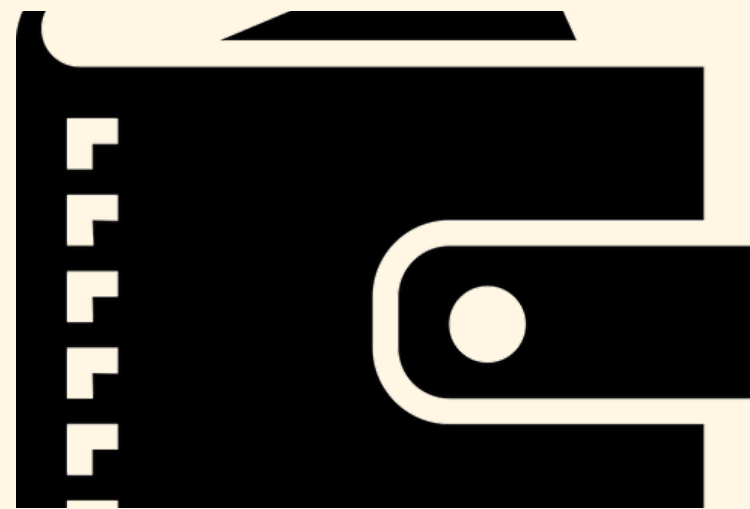
University of Mindanao

work **EXPERIENCE**

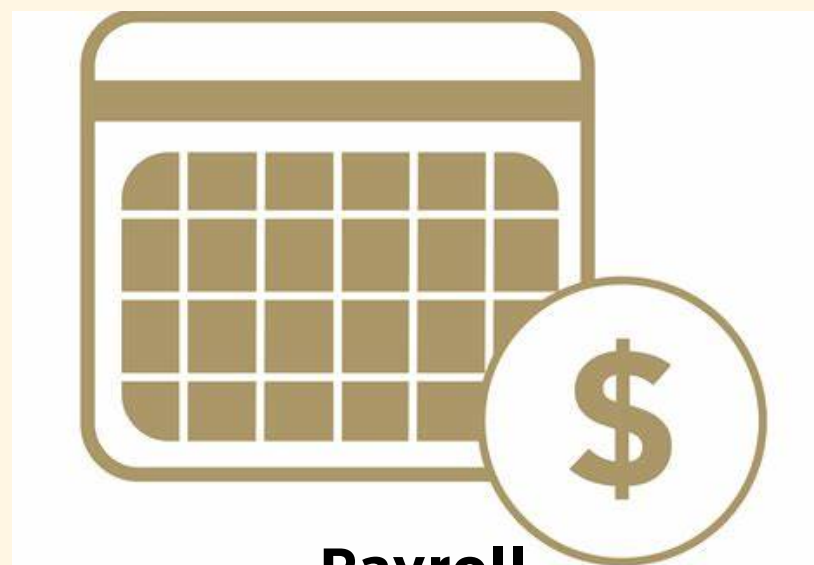
Experienced Bookkeeper, Account Payable/Receivable
Specialist, Accounting Staff, Payroll



Bookkeeping



**Account
Payable/Receivable**



Payroll



Admin Staff

personal **SKILLS**

Good numeracy skills, integrity, confidentiality and attention to details are one of the skills I have.



QuickBooks



Xero



Bookkeeping



Administrative Skills

project **PORTFOLIO**

01

SET UP CHART OF
ACCOUNTS IN QUICKBOOKS
ONLINE

02

FINANCIAL REPORTS

03

SET UP VENDOR LIST
IN QUICKBOOKS ONLINE

project **PORTFOLIO**

04

BANK RECONCILIATION
AND
RECORDING BANK
TRANSACTIONS

05

CREDIT CARD
RECONCILIATION AND
RECORDING CC
TRANSACTION

PROJECT 01

SET UP CHART OF ACCOUNTS IN QUICKBOOKS ONLINE

G7				
fx				
	A	B	C	D
1	Account Number	Account Name	Type	Detail Type
2	1010	Wells Fargo Checking 2655	Bank	Checking
3	1020	Wells Fargo Savings 9969	Bank	Savings
4	1030	Wells Fargo Loan Repayment Account	Bank	Checking
5	1040	Paypal Bank	Bank	Savings
6	1110	Accounts Receivable (A/R)	Accounts Receivable (A/R)	Accounts Receivable (A/R)
7	1130	Investment Account	Other Current Assets	Investment
8	1340	Undeposited Funds	Other Current Assets	Undeposited Funds
9	1500	Computer & Office Equipment	Fixed Assets	Machinery & Equipment
10	2110	Accounts Payable (A/P)	Accounts Payable (A/P)	Accounts Payable (A/P)
11	2210	Wells Fargo CC 4338	Credit Card	Credit Card
12	2220	Balboa Capital	Other Current Liabilities	Other Current Liabilities
13	2230	Financial Pacific Leasing	Other Current Liabilities	Other Current Liabilities
14	2240	Fundbox	Other Current Liabilities	Other Current Liabilities
15	2310	LoanBuilder	Other Current Liabilities	Other Current Liabilities
16	2320	Owner's Payable	Other Current Liabilities	Other Current Liabilities
17	3010	Owner's Equity	Equity	Owner's Equity
18	3110	Owner's Investment	Equity	Partner Contributions

Accounting

Chart of accounts

Reconcile

Fixed assets

<input type="checkbox"/>	NAME ↕	ACCOUNT TYPE ↕	DI
<input type="checkbox"/>	Paypal Bank	Bank	
<input type="checkbox"/>	Wells Fargo Checking 2655	Bank	
<input type="checkbox"/>	Wells Fargo Loan Repayment Account	Bank	Cl
<input type="checkbox"/>	Wells Fargo Savings 9969	Bank	Se
<input type="checkbox"/>	Accounts Receivable (A/R)	Accounts receivable (A/R)	Ar
<input type="checkbox"/>	Inventory	Other Current Assets	In
<input type="checkbox"/>	Investment Account	Other Current Assets	In
<input type="checkbox"/>	Uncategorized Asset	Other Current Assets	O
<input type="checkbox"/>	Undeposited Funds	Other Current Assets	Ur

PROJECT 02

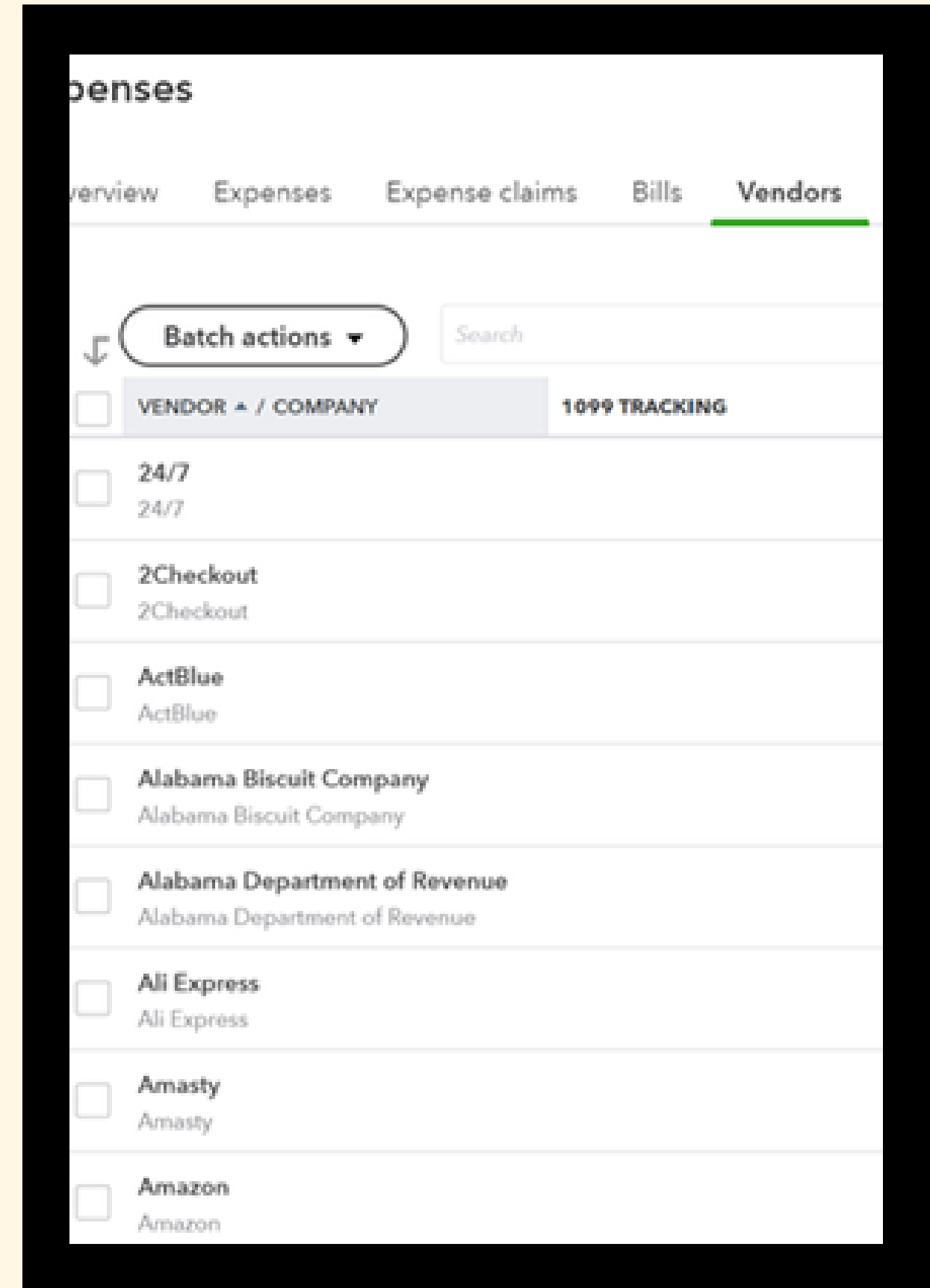
FINANCIAL REPORTS

Profit and Loss All Dates		
		TOTAL
Income		
Total Income		
▼ Cost of Goods Sold		
Subcontractors - COS		9,833.82
Supplies & Materials - COGS		999.93
Total Cost of Goods Sold		\$10,833.75
GROSS PROFIT		\$ -10,833.75
▼ Expenses		
Bank Charges		50.00

Balance Sheet As of September 30, 2023	
ASSETS	
▼ Current Assets	
▼ Bank Accounts	
Paypal Bank	
Wells Fargo Checking 2655	
Wells Fargo Loan Repayment Account	
Wells Fargo Savings 9969	
Total Bank Accounts	
▼ Other Current Assets	
Investment Account	
Uncategorized Asset	
Total Other Current Assets	
Total Current Assets	
▼ Fixed Assets	
Computer & Office Equipment	
Total Fixed Assets	
TOTAL ASSETS	
LIABILITIES AND EQUITY	
▼ Liabilities	
▼ Current Liabilities	
▼ Credit Cards	
Wells Fargo CC 4338	

PROJECT 03

SET UP VENDOR LIST
IN QUICKBOOKS ONLINE



[REDACTED]	
Wells Fargo Checking 2655, Period Ending 05/31/2019	
RECONCILIATION REPORT	
Reconciled on: 10/03/2023	
Reconciled by: Selinna Nicole Escosar	
Any changes made to transactions after this date aren't included in this report.	
Summary	USD
Statement beginning balance.....	4,683.53
Checks and payments cleared (9).....	-2,153.30
Deposits and other credits cleared (8).....	3,059.93
Statement ending balance.....	5,590.16
Register balance as of 05/31/2019.....	5,590.16

PROJECT 04

BANK RECONCILIATION AND
RECORDING BANK TRANSACTIONS

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
5/1		Paypal Inst Xfer 190501 Ebay Inc Grizzlysts		1.75	4,681.78
5/3		Online Transfer Ref #Ib066Ltnzp to Business Card XXXXXXXXXXXX4338 on 05/03/19		392.71	4,289.07
5/7		Recurring Transfer to Grizzly Software & Technical Business Market Rate Savings Ref #Op06742Yzr xxxxxx9969		50.00	4,239.07
5/9		Online Transfer Ref #Ib067D2Hzzy to Installment Loans xxxxxx43810001 on 05/09/19		250.00	3,989.07
5/10		Mobile Deposit : Ref Number :718100004399	74.10		
5/10		Mobile Deposit : Ref Number :318100006093	229.25		
5/10		Mobile Deposit : Ref Number :918100005005	361.35		
5/10		Mobile Deposit : Ref Number :118100005482	613.00		5,266.77
5/14		Recurring Transfer to Grizzly Software & Technical Business Market Rate Savings Ref #Op067Zcvww xxxxxx9969		50.00	5,216.77
5/20		Online Transfer Ref #Ib068TT27Z to Business Card XXXXXXXXXXXX4338 on 05/19/19		1,307.09	3,909.68
5/21		Recurring Transfer to Grizzly Software & Technical Business Market Rate Savings Ref #Op069272Jm xxxxxx9969		50.00	3,859.68
5/24		Mobile Deposit : Ref Number :818240582836	75.75		
5/24		Mobile Deposit : Ref Number :918240583261	577.65		
5/24		Mobile Deposit : Ref Number :719240591974	116.80		
5/24		Mobile Deposit : Ref Number :619240591667	1,012.03		5,641.91
5/28		Recurring Transfer to Grizzly Software & Technical Business Market Rate Savings Ref #Op069V7Jtq xxxxxx9969		50.00	5,591.91
5/30		Paypal Inst Xfer 190530 Ebay Inc Grizzlysts		1.75	5,590.16
Ending balance on 5/31					5,590.16

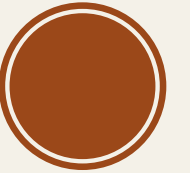


PROJECT 05

CREDIT CARD RECONCILIATION AND RECORDING CC TRANSACTIONS

Craig's Design and Landscaping Services	
Wells Fargo CC 4338, Period Ending 05/20/2019	
RECONCILIATION REPORT	
Reconciled on: 10/03/2023	
Reconciled by: Selinna Nicole Escosar	
Any changes made to transactions after this date aren't included in this report.	
Summary	USD
Statement beginning balance.....	277.66
Charges and cash advances cleared (43).....	3,357.47
Payments and credits cleared (5).....	-3,260.49
Statement ending balance.....	<u>374.64</u>
Register balance as of 05/20/2019	374.64

SERVICES OFFERED



01 BANK RECONCILIATION

02 DATA MIGRATION

03 FINANCIAL REPORTING

04 INVOICING

05 TROUBLESHOOTING

06 FINANCIAL ANALYSIS/REPORTING

07 PAYROLL PREPARATION

08 ACCOUNTS RECEIVABLE MANAGEMENT

09 ACCOUNTS PAYABLE MANAGEMENT

10 CASH FLOW MANAGEMENT

11 SYSTEM SET UP

12 SYTEM AUTOMATION

13 INVENTORY MANAGEMENT

*Systems
Experienced*



Hubdoc™



Trello



Excel

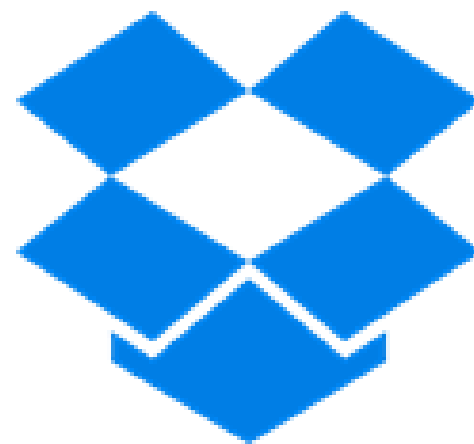


Fathom

gusto



slack



Bill.com®

Certifications



This
CERTIFICATE

is awarded to

Lendy Delas Reyes

September 4 - October 28, 2023

For successfully completing Online Accounting/Bookkeeping of MAB Online Academy
from



MARY ANNE C. BANTOG
FOUNDER, HEAD INSTRUCTOR



Certificate of completion

Lendy Delos Reyes

Has successfully passed the exam and achieved:

QuickBooks Online Certification

Dated: 13 September 2023



A handwritten signature in black ink that reads 'Ted Callahan'.

Ted Callahan
Accountant Segment Leader,
Small Business Self-Employed Group



Xero advisor certified

Lendy Delos Reyes

This certifies that the above person has successfully completed and passed their Xero advisor certification programme.

Certification date: 16/09/2023

Expiry date: 12/12/2024

A handwritten signature in black ink, appearing to read 'Nigel Piper'.

NIGEL PIPER
Executive GM - Customer Success, Xero



THANKS FOR WATCHING

Let us talk about your goals and challenges
and I will be more than willing to help you.

+639-09817-2652

stdelosreyeslendy@gmail.com

<https://www.linkedin.com/in/lendy-delos-reyes-76022a16a/>