

# VHYNNE IZLE GARCIA

## Personal Profile

To obtain a position related in my field to make the most of my capabilities, put my learning into practice and to generate the best of myself.

## Education

### **Bachelor of Science in Business Administration Major in Management Accounting**

Lyceum of the Philippines University- Cavite 2014 – 2019 (Graduate)

- Consistent Dean's Lister and Resident Partial Scholar

## Experience

**August 2023-April 2024**

**Virtual Assistant – Accounting**  
Health and Life Pty Ltd

- Process weekly bookkeeping including publishing invoices through AutoEntry software and reconciliation of bank accounts.
- Prepared Profit and Loss and Balance sheet comparatives using Xero reports.
- Completion of Month End Reports
- Prepare Monthly Performance Reports using Fathom Software.
- Collaboration with client on queries related to closing the books using Wrike project management tool and Gmail.
- Reconciled inter-entity loans using AccountKit
- Prepared Monthly Activity Statements and Quarterly Business Activity Statements
- Assist and prepare in reviewing client's financial report for annual tax return
- Generate and reconcile Financial Statements such as Profit and Loss and Balance Sheet
- Prepared email to client for queries related to account preparation.

## Systems Used:

- Xero Accounting Software
- AutoEntry
- Accountkit
- Fathom
- CAS360
- Xbert Software
- Wrike Project Management Tool
- Google Drive, Google Calendar, Google docs
- Excel Spreadsheet



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(Izle Garcia)



January 05,1998



**November 2021 – March 2024**

**Senior Process Executive**

Infosys BPM LTD.

- Responsible for matching payments received from different source to open items.
- Responsible for Validating the values and applying the cash to debtor's ledgers to match the unpaid invoices.
- Ensures that all payments received are posted within the day
- Prepared mail and electronic invoices for customers and documented account updates
- Supported monthly reporting analysis and reconciled accounts
- Monitor customer account details for non-payments, delayed payments & report.
- Contacted clients with past due accounts to formulate payment plans
- Using SAP accounting Software

**January 2021-October 2021**

**Loan Processor Assistant**

Allianz IQ Solutions Inc.

- Worked graveyard shift for this company
- Maintain and update loan application within loan origination software and other applications.
- Verify the data collected, analyze, and decide whether it meets guidelines or if other documentation is needed.
- Monitor rate lock information for data integrity and expiration dates; communicates discrepancies to loan officer.
- Maintains communication with clients throughout the loan process, assisting them with any questions and notifying them of any additional requirements.
- Calculates income, reviews assets and liabilities

**September 2018 – December 2020**

**Outsource General Accountant**

Multi Development & Construction Corporation under Iloseo Management & Consultancy

- Generating and Maintaining Bank Transaction History
- Prepare Weekly and Monthly Reports of Company's Cash Flow
- Input Journal Voucher (Accounts Payable Entries) using G cross System
- Prepare Summary of Cleared and Uncleared Checks
- Update and Monitor Bank Balances
- Preparing of Billing invoices of Affiliates
- Request Dollar Payment for International Suppliers
- Update, Monitor and Request for payment of Bank loans
- Prepare Check Request every week.

**June 2018– September 2019**

**Accounting Assistant/Admin Assistant**

Iloseo Management & Consultancy

- Prepares Monthly Billing of Retainer's Fee
  - Encoding of client's expenses
  - Assisting Accountants with their Tax Filing.
  - Preparing Monthly Billing for Retainer's Fee
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