

MERCY LYN N. SAN BUENAVENTURA

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An experienced professional with over years in the accounting field, possessing maturity and trustworthiness. Demonstrates strong expertise and a continuous drive to learn new accounting techniques and services. Committed to accomplishing team goals, learning new skills, and enhancing interpersonal relationships.

CAREER HISTORY

OCTOBER 13, 2021 – PRESENT

VIRTUAL ASSISTANT

START VIRTUAL COMPANY

Key Responsibilities:

1. Maintain Multiple Books:

- Manage 25 books covering diverse sectors including:
 - Rentals:
 - 1. Short-term Rentals (Airbnb, Vrbo, Booking)
 - 2. Long-term Rentals
 - Fix and Flip
 - Double Closing Sale
 - Wholesaling
 - Property Management
 - Franchising
 - Bail Bonds
 - E-Commerce
 - Loan
 - Managing Company

2. Bookkeeping Using QuickBooks:

- Utilize QuickBooks to maintain accurate and up-to-date financial records for all sectors.
- Ensure compliance with accounting standards and organizational policies.

3. Payroll Administration (ADP):

- Manage payroll processes using ADP, ensuring timely and accurate payment to employees.
- Handle payroll taxes and deductions in accordance with regulatory requirements.

4. Bank Reconciliation:

- Conduct bank reconciliations to verify and maintain the accuracy of financial transactions.
- Resolve discrepancies promptly and ensure proper documentation.

5. Generate Reports:

- Prepare various financial reports including:
 - Investors Distribution Schedule
 - Proper Management Monthly Report
 - Balance Sheet
 - Profit & Loss Statement
 - Consolidated Financial Statements

6. Client Consultation or Meetings:

- Support to clients through consultations and meetings.
- Address client inquiries, offer solutions, and ensure client satisfaction.

MARCH 9, 2021 – SEPTEMBER 23, 2021
ACCOUNTING STAFF: BOOKKEEPER
FRANCISCO BOOKKEEPING SERVICES

Key Responsibilities:

7. **Client Registration Assistance:**
 - Guide new business clients through the necessary paperwork and registration.
 - Ensure timely and accurate submission of registration documents to facilitate smooth business operations.
8. **Government Payments Management:**
 - Record and manage government payments made by employers, employees, and volunteers.
 - Ensure compliance with payment schedules and reporting requirements to avoid penalties.
9. **Support for Accounting Head:**
 - Prepare annual, semiannual, and monthly reports for tax compliance.
 - Maintain accurate financial records and reconcile discrepancies to support tax filing accuracy.

JANUARY 14, 2020 – FEBRUARY 19, 2021
ACCOUNTING STAFF: BOOKKEEPER
MINTON MULTIRESOURCE INCORPORATED

Key Responsibilities:

10. **Monthly Contributions:**
 - Record monthly contributions for employees and employers to the Social Security System (SSS), PhilHealth, and Pag-IBIG.
 - Ensure accuracy and timeliness in the documentation and submission of these contributions.
11. **Employee Assistance:**
 - Assist employees with claims:
 - Loan applications and requests.
 - Sickness and maternity benefits.
 - Hospitalization discounts.
 - Address and resolve other issues related to employees' government program benefits.
12. **Support for Accounting Head:**
 - Collaborate with the accounting head to meet deadlines, particularly for:
 - Business licenses.
 - Tax compliance and filings.
 - Provide timely and accurate financial data to support decision-making and regulatory requirements.

MAY 7, 2018 – JUNE 8, 2018
INTERNSHIP ACCOUNTING STAFF
DESTILERIA LIMTUACO & CO., INC.

SEMINARS AND TRAINING

JULY 9, 2024 – JANUARY 7, 2025
CERTIFICATE IN ACCOUNTS ADMINISTRATION, AND XERO & MYOB PAYROLL
THE CAREER ACADEMY
Level 21/459 Collins St, Melbourne Victoria 3000

SEPTEMBER 19 – 23, 2022
BOOKKEEPING WITH QUICKBOOKS ONLINE
VIRTUAL ASSISTANT TRAINING PHILIPPINES
Online Training Class - YALEM Technology Advertisement Marketing

SEPTEMBER 8, 2017
THIRD ACLADEB SUMMIT
GLOBAL TRENDS IN BUSINESS AND IN EDUCATION

OCTOBER 2015
SAP BUSINESS ONE
FASTTRACK IT ACADEMY

OCTOBER 15, 2015
ETHICS AND PROFESSIONALISM
STUDENT ARMOR IN THE CORPORATE WORLD

MARCH 2, 2008
VALUES IN PUBLIC ACCOUNTABILITY SEMINAR-WORKSHOP
PICPA CAMARINES SUR DEVELOPMENT FOUNDATION INC.

EDUCATION

MARCH 23, 2019
BACHELOR OF SCIENCE IN ACCOUNTANCY
OUR LADY OF FATIMA UNIVERSITY

OCTOBER 2010
BOOKKEEPING NC III
AMA COMPUTER LEARNING CENTER

MARCH 2009
SECONDARY LEVEL
SAINT BRIDGET SCHOOL

APRIL 2005
PRIMARY LEVEL
BUHI NORTH CENTRAL SCHOOL

CHARATER REFERENCES

UPON REQUEST