

# Jenny Canoy



\*Experienced Bookkeeper  
( Fully Cycle ) 10 years more

\*MYOB & Quickbooks Online , w/POS  
intensive company set up experts with  
training employee organizer

\*Registered Quickbooks Accountant

\*Skilled Social Media Manager

## Experience

Sign & Design Group New York ( New York, USA )

**AR/ Billing Specialist**

September 2024 - Present

Handles Collection / Invoicing Monitoring ( Quickbooks Enterprises ( Desktop) Asana/ Slacks )

Canossa Magalhaes Training Center ( Dili, Timor-Leste)

**MYOB & QUICKBOOKS TRAINING HEAD ( part-time)**

May 2022 - Present (2 years 3 months) Dili, Timor-Leste

Organize Training for Computerized Bookkeeping ( MYOB & QUICKBOOKS )

Loja AAA Timor-Leste

**Part time bookkeeper**

August 2022 - April 2024 (1 year 9 months)

Timor-Leste

NXGN Business Solutions

**Training Specialist**

November 2020 - May 2022 (1 year 7 months)

Timor-Leste

Teaches bookkeeping and quickbooks online accounting

Dili Development Company Lda

**Business Administration Officer**

August 2017 - January 2018 (6 months)

Timor-Leste

contracts

Express Distribution Services Ltd

**Accounting & Finance Administrator**

January 2012 - August 2017 (5 years 8 months) Dili, Timor-Leste

oversees all over company's accounts. Account developer currently stabilizing myob and peachtree system.

Timly Trading & Office World

**Part Time Bookkeeper**

April 2013 - July 2015 (2 years 4 months) Dili, Timor-Leste

Part Time Bookkeeper mainly updating records for internal audits and taxes.

Rocky Construction Pty Ltd

**Accounting Manager**

September 2009 - January 2012 (2 years 5 months)

Jelma Philippines

**Accounting Clerk**

July 2008 - August 2009 (1 year 2 months)

Mandaue, Central Visayas, Philippines

Receivables, Payables, Collections

Cgc multi alliance


**Accounting Clerk**


May 2007 - June 2008 (1 year 2 months)


Mandaue, Central Visayas, Philippines

Inventory Supervisor

## Contact

 **Current Address:** Dili, Timor-Leste  
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 jennycanoycmtdc@gmail.com

## Certifications

How to Build Visual Content  
Marketing Strategies

QuickBooks Online Essential  
Training

Canva Magic Studio: Elevate Digital  
Content with AI

## Languages

- Tagalog
- English
- Basic Tetum
- Basic Bahasa Indonesia

## Education

University of San Carlos  
Bachelor of Science in  
Management Accounting  
(2003-2007)

# Jenny Canoy



## Work Experience with brief task descriptions

Sign Design Group New York

**AR/Billing Specialist**

Sept 2024- Present (2 months)

New York, ( Remote )

- Organize Outstanding Client Dues ( collections and follow ups )
- Casual Billings & Progress Billings
- Organize Collections and updates ( Quickbooks Enterprises/ Desktop)
- AR Account Reconciliation

Canossa Magalhaes Training Center ( Dili, Timor-Leste)

**MYOB & QUICKBOOKS TRAINING HEAD ( part-time)**

May 2022 - Present (2 years 3 months)

Dili, Timor-Leste

- Organize Training for Computerized Bookkeeping ( MYOB & QUICKBOOKS )
- Provide quotation for NGO, or Business Institution for training
- Social Media Manager

Loja AAA Timor-Leste

**Part time bookkeeper**

August 2022 - April 2024 (1 year 9 months)

Dili, Timor-Leste

- record daily bookkeeping ( sales/expenses/inventory/purchases
- send reports for weekly and monthly
- ad hoc task such as reconciliation and audit inventory

NXGN Business Solutions

**Training Specialist**

November 2020 - May 2022 (1 year 7 months)

Dili, Timor-Leste

- instructor for myob and quickbooks intermediate class
- sales and business admin

Dili Development Company Lda

**Business Administration Officer**

August 2017 - January 2018 (6 months)

Dili, Timor-Leste

- lease contracts administrator
- casual and long term contracts
- sales or monthly invoice assistance to accounting departments

Express Distribution Services Ltd

**Accounting & Finance Administrator**

January 2012 - August 2017 (5 years 8 months)

Dili, Timor-Leste

- oversees all over company's accounts.
- direct report to the owner

Timly Trading & Office World

**Part Time Bookkeeper**

April 2013 - July 2015 (2 years 4 months)

Dili, Timor-Leste

- Part Time Bookkeeper mainly updating records for internal audits and taxes.

Rocky Construction Pty Ltd

**Accounting Manager**

September 2009 - January 2012 (2 years 5 months)

Dili, Timor-Leste

- initially hired as a bookkeeper , direct report to the accountant
- replaced the accountant after 1 year
- direct report to the directors for the daily bookkeeping and monthly reports

Jelma Philippines

**Accounting Clerk**

July 2008 - August 2009 (1 year 2 months)

Mandaue, Central Visayas, Philippines

- Responsible to AR/AP for their account UNIBUILDING SOLUTIONS
- AP/AR Assistant to the Accountant

Cgc multi alliance

**Accounting Clerk**

May 2007 - June 2008 (1 year 2 months)

Mandaue, Central Visayas, Philippines

- SALES SUPPORT
- Inventory Supervisor ( manages purchase order from different customer all over visayas )