



JOAN GONZALES CALAMBUHAY

BOOKKEEPER | QUICKBOOKS & XERO CERTIFIED

BOOKKEEPING | RECONCILIATION | ACCOUNTING SYSTEMS

+63-950-744-5090

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Lapu-Lapu City, Cebu, Philippines

= PROFILE

Accountancy coursework and a background in sales operations, records management and Excel systems. Four documented QuickBooks Online case studies show transaction tracing, bookkeeping cleanup and financial reporting.

= CORE SKILLS

- Accounts receivable and collections
- Accounts payable and bill processing
- Bank matching and reconciliation review
- Transaction matching and categorization
- Journal entries and cleanup adjustments
- Inventory valuation and cost of sales
- E-commerce payout and clearing reviews
- Financial statements and aging reports

= SOFTWARE

- QuickBooks Online and Desktop
- Xero; Intuit Enterprise Suite
- Microsoft Excel and VBA
- Google Sheets; Microsoft Office
- Google Workspace

= PROFESSIONAL SUMMARY

QuickBooks- and Xero-certified bookkeeping professional with four simulated QBO portfolio cases across service, inventory, e-commerce and cleanup. Traces transactions to supporting records, reviews receivables and payables, prepares adjustments, and explains financial reports. Brings business operations and Excel/VBA workflow experience to organized remote bookkeeping support.

= CERTIFICATIONS & DEVELOPMENT

- **Xero Professional Certification (Level 2)**
Sep 2026
- **Xero Associate Certification (Level 1)**
Sep 2026
- **Intuit ProAdvisor QuickBooks Certification Level 2**
Sep 17, 2026
- **QuickBooks Online Certification (Level 1)**
Sep 2026
- **Intuit Bookkeeping Certification**
Sep 20, 2026
- **QuickBooks Desktop Certification**
Sep 21, 2026
- **Intuit Enterprise Suite Certification**
Sep 18, 2026
- **Client Advisory Services Foundations**
Sep 15, 2026

PROFESSIONAL STATUS

QuickBooks ProAdvisor Gold tier - 500 points

WORK STANDARD

- Accurate, traceable records
- Clear supporting schedules
- Confidential handling
- Personal review of AI-assisted work

EDUCATION

Bachelor of Science in Accountancy

- Coursework

Universidad de Zamboanga

Computer Programming and Operations

STI Scholarship Foundation Program | 1992-1993

Basic Computer Repair

Western Mindanao State University | 2008-2009

BOOKKEEPING FOCUS

- Source-to-report transaction checks
- Receivables and payables review
- Payout and inventory tie-outs
- Month-end correction trail
- Clear process documentation

CONTACT

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PORTFOLIO WEBSITE

[View my work](#)

SELECTED BOOKKEEPING PROJECTS

HarborPoint Digital Services LLC

QBO service-business case study | 2026

Traced an invoice through payment and deposit, a vendor bill through payment, and reviewed reconciliation, adjusting entries and annual statements.

Summit Ridge Hardware & Trading LLC

QBO inventory case study | 2026

Linked an invoice, payment and deposit; checked inventory valuation, A/R and A/P aging, cost of sales and financial statements.

CedarCart Home Goods LLC

QBO e-commerce case study | 2026

Bridged Shopify, Amazon, Stripe and PayPal sales, refunds and fees to payouts; checked clearing accounts, inventory and reports.

Oak & Harbor Property Services LLC

QBO bookkeeping cleanup case study | 2026

Corrected six documented revenue, timing and classification issues, then checked the resulting P&L, balance sheet and aging.

All four are simulated portfolio companies with supporting case studies.

SELECTED SYSTEMS PROJECT

GUSC Business Workflow & Accounting System

Independent Excel/VBA project | 2026-present

Developing and testing a workflow that links sales orders, production, inventory, purchasing, returns, accounting queues and management reporting.

RELEVANT EXPERIENCE

Sales Operations & Office Administration

First Welan Corporation | 1993-2003

Maintained customer and supplier records, sales documentation and invoices; coordinated client communication and daily sales activities.

Library Staff | Project-based contract

De La Salle | Jun-Dec 2025

Helped implement an Excel-based library system, digitized records and improved resource tracking.

Content Creator & Video Editor

Independent | Jan 2016-Jan 2025

Managed research, digital files and recurring deliverables.