

Albert Arao

Virtual Bookkeeper

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PROFILE

Detail-oriented Virtual Bookkeeper with formal TESDA training and hands-on experience through AmazeNation. Skilled in Xero, bank reconciliation, accounts payable and receivable, invoicing and financial reporting. Known for accuracy, reliability, and maintaining clean, organized books for small businesses.

EMPLOYMENT HISTORY

Bookkeeping trainee

Jul 2026-Present

AmazeNation

- Performed daily bookkeeping tasks including customer invoicing, supplier bill entry and bank reconciliation with high accuracy
- Managed accounts payable and accounts receivable to keep financial records organized and up to date
- Prepared Income Statement and Balance Sheet reports using Xero and Excel
- Registered fixed asset and ran depreciation
- Identified missing and duplicate entries and corrected discrepancies to ensure accurate financial record
- Gained practical experience maintaining clean and reliable books in a real business environment

Sales Clerk

Apr 2026-Jun 2026

SM Stationery

- Assisted customers and maintained an organized store display
- Practiced upselling and cross-selling to increase sales
- Demonstrated strong communication, adaptability, and attention to detail

EDUCATION

Senior High School- STEM Strand

2024-2026

Genecom Institute of Science and Technology Inc.

Graduated with High Honors

SKILLS

Xero Bank reconciliation Accounts payable Accounts receivable Bill entry Invoicing Excel

Attention to detail Time management Record keeping Fast learner Financial reports

Adaptability Receptive to feedback Teamwork Communication

TRAINING

- TESDA Bookkeeping - 2026
- L1 Xero Associate
- L2 Xero Professional
- L3 Xero Specialist

ADDITIONAL INFORMATION

Available for part-time, or freelance remote bookkeeping roles. Fast learner, detail-oriented, and ready to start immediately.