SHERYL N. LELIA

Remote Bookkeeper | Xero Certified Professional | QuickBooks Online Certified | AP & AR | Bank Reconciliation | Internal Audit
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PROFESSIONAL SUMMARY

Accounting professional with 19 years of experience at a manufacturing company, progressing through accounts receivable, inventory, and accounts payable roles before promotion to Internal Auditor. Experienced in bank reconciliation, invoice processing, statements of account, month-end and year-end close support, and internal controls, using Microsoft Dynamics NAV (Navision). Returned to the field in 2026 after a career break, earning Xero Certified Professional, Xero Payroll Specialist, QuickBooks Online Accountant Certification, and TESDA Bookkeeping NC III, and completing two remote bookkeeping internships in Xero and QuickBooks Online, including Australian BAS/IAS workflows.

CORE SKILLS

Bookkeeping & General Ledger • Accounts Payable & Receivable • Bank Reconciliation • Invoicing & Statements of Account • Bills & Expense Management • Month-End & Year-End Close Support • Internal Audit & Controls • Inventory Records • Financial Reporting • BAS & IAS Preparation (trained) • Xero Payroll (certified)

PROFESSIONAL EXPERIENCE

Bookkeeping Intern (QuickBooks Online) — Digital Bytes Financial Consultancy Services (Remote) Aug 2026

- Completed a 21-day remote internship covering company setup, estimates and invoices, statements of account, purchase orders and bills, and inventory.
- Prepared vendor master data for import, managed accounts payable, and reviewed AR and AP ageing.
- Performed bank feed matching and bank reconciliation; prepared trial balance and management reports.

Bookkeeping Intern (Xero) — Digital Bytes Financial Consultancy Services (Remote) Jul 2026

- Completed a 30-day remote internship supporting day-to-day bookkeeping workflows in Xero.
- Prepared quotes, invoices, purchase orders, bills, repeating transactions, and spend/receive money transactions.
- Performed bank reconciliation and journal entries; worked with fixed asset registers, depreciation, overpayments, prepayments, and Hubdoc.
- Gained practical exposure to Xero payroll, BAS/IAS preparation, and income tax preparation.

Career Break — Full-time homemaker 2023 – 2026

Returned to the field in 2026 through the certifications, TESDA training, and internships listed on this resume.

Accountant / Internal Auditor — ACS Manufacturing Corporation 2004 – 2023

Progressed through accounts receivable, inventory, and accounts payable roles; promoted to Internal Auditor in 2022.

- Handled accounts receivable, accounts payable, cash flow monitoring, and inventory records using Microsoft Dynamics NAV (Navision).
- Processed and reconciled 50–200 invoices and transactions monthly across AP, AR, and the general ledger.
- Performed bank reconciliations and assisted with payroll on an occasional basis.
- Supervised a small accounting team and maintained multi-entity financial records supporting month-end and year-end close.
- Prepared Statements of Account and kept records accurate and audit-ready for management reporting.
- As Internal Auditor, reviewed compliance with financial policies, documented findings, and drove corrective action that strengthened internal controls.

CERTIFICATIONS & TRAINING

- Xero Certified Professional (Level 2), Xero Certified Associate (Level 1), Xero Payroll Specialist — Aug 2026
- QuickBooks Online Accountant Certification — Aug 2026
- TESDA Bookkeeping NC III (468 hours) — Jul 2026
- ProVA training: Australian Bookkeeping with Xero (Jun 2026), Bookkeeping & QuickBooks Online (Aug 2026), Data Entry (Jun 2026)

EDUCATION

Bachelor of Science in Accountancy — Gensantos Foundation Incorporated College 1997 – 2001

TOOLS & REMOTE WORK SETUP

- **Accounting:** Xero, Hubdoc, QuickBooks Online, Microsoft Dynamics NAV (Navision), Microsoft Excel
- **Other tools:** Word, PowerPoint, Google Workspace, Slack, Zoom, Google Meet, Notion, Canva, ChatGPT
- **Setup:** MacBook Pro (M2 Pro, 16GB), PLDT Fiber 300 Mbps + mobile backup, UPS (4 hrs), noise-cancelling headset, webcam, quiet workspace
- **Availability:** Mon–Fri, full- or part-time, incl. Australian hours • Languages: English, Filipino (native)