RICO BERBA

QuickBooks Online Bookkeeper | Full-Cycle Bookkeeping Support | Accrual-Based Accounting

Bulacan, Philippines | rico.berba01@gmail.com | +63 9154917349 | linkedin.com/in/rico-berba-20b287227

PROFESSIONAL SUMMARY

Detail-oriented Bookkeeper with formal training and hands-on experience performing full-cycle bookkeeping using QuickBooks Online. Experienced in managing accounts receivable and accounts payable, recording daily transactions, preparing journal entries, reconciling bank and credit card accounts, and producing accurate monthly financial statements under accrual accounting. Demonstrated ability to structure and maintain a clean chart of accounts, track payroll-related expenses for bookkeeping purposes, record tax-related transactions at the bookkeeping level, and manage fixed assets with systematic depreciation. Skilled in month-end close processes, financial reporting, documentation, and internal controls to ensure accuracy and consistency of financial records. Proficient in organizing client files, maintaining audit-ready documentation, and following clearly defined bookkeeping workflows. Strong understanding of scope boundaries, providing bookkeeping support only and excluding tax filing, advisory, legal, or compliance services. Reliable, process-driven, and committed to delivering clear, accurate, and timely bookkeeping support for small businesses and service-based companies.

CORE COMPETENCIES

- Full-cycle QuickBooks Online and Xero bookkeeping (accrual basis)
- Accounts Receivable & Payable, invoicing, billing, and aging
- Bank & credit card reconciliations; variance resolution
- Payroll, sales tax/VAT, inventory, and fixed-asset recording
- Month-end close, adjusting entries, and financial reporting
- Strong documentation, internal controls, and client-safe practices

CORE SKILLS

- Full-cycle bookkeeping (QuickBooks Online, Xero accrual accounting)
- Chart of Accounts setup & transaction classification
- A/R & A/P management, invoicing, billing, aging
- Bank & credit card reconciliations; month-end close
- Journal entries, adjustments & depreciation
- Payroll & sales tax recording (bookkeeping support only)
- Inventory, COGS & fixed asset tracking
- Financial reporting (P&L, Balance Sheet, Cash Flow)
- Documentation, audit trails & internal controls
- SOPs, workflow documentation & client-ready reporting

BOOKKEEPING PORTFOLIO PROJECTS

Sample Client Project – Full-Cycle Bookkeeping

QuickBooks Online & Xero | Accrual Accounting | Portfolio-Based Engagement

- Set up and maintained Chart of Accounts aligned with service-based and product-based operations using QuickBooks Online and Xero
- Recorded day-to-day financial transactions including sales invoices, supplier bills, expenses, and owner capital contributions under the accrual method
- Managed Accounts Receivable and Accounts Payable cycles, including invoice issuance, bill tracking, payment application, and aging reviews
- Performed monthly bank and credit card reconciliations to ensure accuracy between accounting records and bank statements
- Prepared and posted adjusting journal entries for payroll, depreciation, tax accruals, and month-end adjustments
- Recorded payroll transactions based on payroll summaries, including gross wages, deductions, and net pay (bookkeeping support only)
- Tracked sales tax / VAT at the transaction level and maintained tax payable accounts as per applicable tax treatment

- Maintained fixed asset registers and recorded straight-line depreciation with accumulated depreciation tracking
- Generated monthly financial reports including Profit and Loss, Balance Sheet, and Cash Flow Statement
- Implemented standardized month-end close procedures and documentation for audit-ready financial records

TRAININGS AND CERTIFICATIONS

Bookkeeping Training using QuickBooks Online – ClairVoyance, 2025

✔ Completed hands-on training in QuickBooks Online, gaining practical skills in account setup, invoicing, billing, bank reconciliation, payroll management, tax compliance, and financial reporting.

Bookkeeping Training using Xero – ClairVoyance, 2025

✔ Completed hands-on training in Xero, acquiring expertise in account setup, invoicing, supplier & customer management, bank feed handling, inventory management, tax compliance, and financial reporting.

WORK EXPERIENCE

Inventory and Data Coordinator

Everest Scaffolding Corp. | Guiguinto, Bulacan, Philippines **Feb 2025 – Apr 2025**

- Verified and reconciled daily inventory of 200+ H-Frames and 500+ accessories per shift, eliminating discrepancies and ensuring 100% on-time reporting to management, boosting client satisfaction.
- Directed loading operations and diesel fueling for 5+ trucks daily, achieving 99% order accuracy and seamless deliveries to clients.

Office & Production Records Officer / Inventory Coordinator

Ketsup Pinoy, Inc. (KPI) | Guiguinto, Bulacan, Philippines **Mar 2023 – Jan 2025**

- Streamlined production and office record management for 100+ daily products, maintaining 99% data accuracy in DPRs and ERP entries, supporting flawless monthly audits.
- Executed comprehensive inventory audits of 1,000+ raw materials and packaging items weekly/monthly, identifying discrepancies and cutting waste by 15%, enhancing overall production efficiency.

EDUCATION

Senior High School Diploma
Guiguinto National Vocational High School **Graduated: Jul 2022**

ADDITIONAL INFORMATION

- **Soft Skills:** Able to communicate effectively with others, Open to new ideas willing to learn new ways of doing things, Independent and self-reliant but also a team player, Flexible mindset for workplace flexibility
- **Technical Skills:** QuickBooks Online, Xero, Hubdoc, Dext, ERP Systems, Microsoft Excel, Google Sheets, Google Workspace, Microsoft Teams, Zoom, Dropbox PayPal
- **Transferrable Skills:** Inventory Control, Administrative Support, High-Volume Data Entry, Error Identification, Documentation Accuracy, Workflow Coordination
- **Other Certification:** Basic Virtual Assistant Training
- **Core Values:** Integrity, Respect, Accountability, and God-centered Work Ethic