

GIANNI PASCUAL

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PROFESSIONAL SUMMARY

Detail-oriented accounting professional with experience in accounting support, billing coordination, and QuickBooks Online implementation. Currently completing a six-month Bookkeeping and US Tax Preparation Internship with training in bookkeeping, QuickBooks Online, professional communication, and US individual taxation. Experienced in setting up QuickBooks Online, preparing project estimates and billing documentation, monitoring labor costs, tracking rent payments, and supporting day-to-day business operations. Proficient in Microsoft Dynamics 365 Business Central, Microsoft Excel, and Google Workspace. Committed to accuracy, organization, and delivering reliable financial and administrative support.

BOOKKEEPING & US TAX PREPARATION INTERNSHIP

Borderless Accountant | January 2026 – Present

- Completed comprehensive training in bookkeeping fundamentals, QuickBooks Online, professional communication, and US individual and business tax preparation.
- Prepared multiple mock tax returns, including **Form 1040, Form 1065, and Form 1120-S**, using professional tax software.
- Applied IRS tax rules and best practices through case-based tax preparation exercises.
- Currently participating in a hands-on internship preparing actual US tax returns using **CCH Tax and Intuit ProConnect Tax** under professional guidance.
- Continuously developing practical experience in tax preparation, tax documentation, and client-focused workflows. .

KEY SKILLS

QuickBooks Online | Form 1040 Preparation | Business Tax Preparation | Intuit ProConnect Tax | Drake Tax | CCH Tax | Bank Reconciliation | Accounts Receivable | Financial Reporting | Microsoft Excel | Xero | Tax Data Entry | Attention to Detail | Time Management | Remote Work Readiness

PROFESSIONAL EXPERIENCE

CURRENT ROLE

Billing & Project Coordinator (Remote)

Electrical Contracting and Wiring Installation Company | Brooklyn, NYC

September 2025 - Present

- Assisted in setting up the company's QuickBooks Online account, including company settings, the Chart of Accounts, Products & Services, and customer records.
- Prepared detailed project estimates based on construction floor plans and project specifications.
- Prepared customer invoices and maintained accurate billing documentation.
- Monitored contractor work hours, labor costs, and project progress to support project tracking and management reporting.
- Tracked tenant rent payments using Rent Manager property management software and maintained accurate payment records.
- Maintained organized project documentation, billing records, and administrative reports.
- Collaborated with management to support efficient project coordination and day-to-day business operations.

CORPORATE EXPERIENCE

Accounting Support | Junior Bookkeeper

Aderans Philippines Inc. | Philippines | Microsoft Dynamics 365

January 2024 - January 2025

- Managed petty cash transactions, replenishments, and expense reporting while ensuring compliance with company policies.
- Processed accounts receivable transactions, monitored collections, and maintained accurate financial records.
- Assisted in preparing invoices and reconciling customer accounts.
- Encoded accounting transactions using Microsoft Dynamics 365 Business Central.
- Assisted with payroll preparation, inventory audits, and financial reporting.
- Coordinated with internal departments to ensure accurate financial documentation.
- Progressed from handling petty cash to supporting sales tracking and accounts receivable functions.

TECH PROFICIENCY

Productivity & Admin: Google Workspace (Docs, Sheets, Slides, Drive, Calendar)

Communication: Slack, Zoom, Google Meet, Loom

Project Management: Asana, [Monday.com](https://monday.com)

Accounting & Tax Software: QuickBooks Online, Xero, Intuit ProConnect Tax, Drake Tax, CCH Tax

EDUCATION

Bachelor of Science in Management Accounting

University of Pangasinan / Dagupan City, Philippines | 2023

CERTIFICATIONS

- 7-Week U.S. Bookkeeping and QuickBooks Online (QBO) Training Program - 2026
- U.S. Tax Preparation - Internship Program - 2026
- U.S. Form 1040 Tax Preparation: Individual Tax Return Training by Borderless Accountant - 2026
- Certified Quickbooks Online ProAdvisor - 2025
- Xero Advisor Certified - 2025

REMOTE WORK READINESS

Internet: Globe Fiber 100 Mbps | Backup: Smart 5G mobile hotspot

Equipment: Asus TUF Gaming Laptop | Dual monitors | Noise-cancelling headset

Workspace: Dedicated home office

Availability: Full-time | Flexible across US (EST/CST) time zone

LANGUAGES

English: Fluent

Filipino: Native