

KHATE R. SILVESTRE

Xero Bookkeeper | Bank Reconciliation | Financial Reporting | Certified Xero Advisor
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PROFESSIONAL SUMMARY

Xero Certified bookkeeper with formal accountancy education and hands-on experience in transaction recording, bank reconciliation, VAT management, and financial reporting. With nearly two years of experience supporting US-based healthcare clients in a remote work setup, I bring strong communication skills, meticulous attention to detail, and proven ability to work independently.

KEY SKILLS

Xero | Bank Reconciliation | Accounts Payable & Receivable | VAT Handling | Financial Reporting | Invoicing & Billing | Transaction Recording | Data Accuracy | Attention to Detail | Client Communication | Remote Work

EDUCATION & CERTIFICATION

Bachelor of Science in Accountancy — Integrated Innovation and Hospitality Colleges, Quezon City

- Completed coursework through 3rd Year, 1st Semester
- Served as External Vice President, Junior Philippine Institute of Accountants (JPIA) — coordinated with chapters across schools nationwide
- Built foundational knowledge in accounting principles, financial reporting, and business operations

Xero Certified Associate — Level 1 | Xero

Issued April 2026

XERO TRAINING PROJECTS

Project 1: Basic Bookkeeping (Khate Practice Co.)

April 2026

- Recorded owner investments, sales invoices, supplier bills, and operating expenses in Xero
- Categorized revenue, COGS, and expenses across proper chart of accounts
- Generated balanced Profit & Loss and Balance Sheet with all entries reconciled

Project 2: VAT & Financial Reporting (Khate Trading Co.)

April 2026

- Processed sales and expenses with 12% VAT; tracked input and output VAT correctly
- Created invoices, supplier bills, and handled partial payment scenarios
- Generated financial reports reflecting accurate VAT liability on the Balance Sheet

Project 3: Real-World Scenario (ClearBooks Co.)

April 2026

- Managed unpaid invoices, partial payments, and accounts receivable tracking
- Recorded owner withdrawals as contra-equity and reconciled all bank transactions
- Produced balanced financial statements with correct cut-off date treatment

PROFESSIONAL EXPERIENCE

Healthcare Customer Service Representative

Sept 2024 – Feb 2026

Optum | US Healthcare | Inbound & Outbound Calls | Remote (WFH)

- Managed high-volume calls for US-based healthcare clients with strict compliance standards
- Maintained accurate patient records and documentation with keen attention to detail
- Communicated complex information clearly to diverse international clients

Telecommunications Billing & Plan Support

May 2024 – Aug 2024

Alorica | Live Chat Support

- Assisted customers with billing inquiries, plan changes, and account-related concerns via chat
- Handled multiple concurrent sessions while ensuring accuracy in billing details

TECH & REMOTE WORK SETUP

Tools: Xero | Google Workspace | Microsoft 365 | Zoom | Google Meet

Setup: Globe Fiber 354 Mbps | MacBook Air M2 | Extended Samsung Monitor | Mechanical Keyboard | Dedicated home office

Availability: Flexible — US / UK / AU time zones | English: Fluent | Filipino: Native