

PIO N. ECAT JR., CPA

BOOKKEEPING SPECIALIST

✓ Accurate books ✓ Reliable Reports ✓ Support for Business Growth



PROFESSIONAL SUMMARY

Certified Public Accountant with 7+ years of experience in bookkeeping, financial reporting, account reconciliation, accounts payable/receivable, payroll, and tax compliance. Experienced in supporting real estate, property management, e-commerce, and service-based businesses. Proficient in QuickBooks Online, Xero, AppFolio, Sage, and Microsoft Excel, with a strong focus on maintaining accurate financial records and supporting timely business reporting and growth.



PROFESSIONAL EXPERIENCE

Coles Management LTD. February 2023 - August 2026

BOOKKEEPING SPECIALIST & CONSULTANT

- Managed full-cycle bookkeeping for multiple client accounts (real estate, e-commerce, and online businesses), processing 100-300 transactions/month.
- Handled accounts payable and receivable, ensuring timely payments and accurate records, reducing overdue balances by 20%.
- Performed bank and credit card reconciliations across 5+ accounts.
- Prepared monthly financial reports (P&L, Balance Sheet, Cash Flow).
- Processed payroll for 15+ employees and supported tax compliance.

All Out Virtual Services April 2020 - January 2023

BOOKKEEPING SPECIALIST & CONSULTANT

- Supported 3+ e-commerce brands (Meta, Shopify, Amazon) with daily sales and platform reports, inventory tracking, and reconciliations.
- Managed AP/AR and vendor relations for multiple accounts.
- Reconciled bank and credit card transactions (5+ accounts).
- Prepared financial reports and provided accounting support for month-end close.

Damon Davis, LLC December 2018 - March 2020

BOOKKEEPER

- Record daily transactions and maintained accurate general ledger.
- Managed vendor bills and customer invoices, ensuring timely payments.
- Handled bank and credit card reconciliation (3+ accounts).
- Processed payroll for 10+ employees.
- Prepared financial reports and supported tax filing requirements.



INDUSTRY EXPERIENCE

- 🏠 Real Estate 🏢 Property Management 🛒 E-Commerce
- 🌐 Online Services 👥 Multi-Client Bookkeeping



ADDITIONAL INFORMATION

KEY ACHIEVEMENTS

- ✓ Maintained 99%+ accuracy rate in financial records.
- ✓ Reduced reconciliation time by 30% through improved processes.
- ✓ Supported 5+ business accounts with timely and accurate reporting.
- ✓ Processed 100-300 transactions per month across multiple platforms.

CONTACT

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CORE SKILLS

- Full-Cycle Bookkeeping
- Accounts Payable & Receivable
- Bank & Credit Card Reconciliation
- Journal Entries
- Payroll Processing
- Financial Reporting
- General Ledger
- Month-End Closing
- Tax Compliance Support
- Data Analysis & Process Improvement
- Communication & Teamwork

ACCOUNTING SOFTWARE

- ✓ Quickbooks Online
- ✓ Microsoft Excel
- ✓ Xero
- ✓ Appfolio
- ✓ Sage
- ✓ Google Sheets

TECHNICAL PROFICIENCY

Quickbooks Online ----- **Advanced**
Microsoft Excel ----- **Advanced**
Xero ----- **Intermediate**
Appfolio ----- **Intermediate**
Sage ----- **Intermediate**

PROFESIONAL CREDENTIAL

🏆 Certified Public Accountant (CPA)
📜 Licensure Exam Passer | **2019**

EDUCATION

🎓 Bachelor of Science Accountancy
University of Cebu Lapu-Lapu and
Mandaue | **2018**

LEADERSHIP & COMMUNITY EXPERIENCE

🎤 Campus Speaker and Youth Leader
Life Regeneration Church | **2016 - Present**