



Jasher Joshua A. Chan

Bookkeeper & Business Systems Consultant

QBO ProAdvisor

Xero Advisor

Open to International Clients

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Bacolod City, Philippines

CERTIFICATIONS

QuickBooks ProAdvisor

Intuit

Xero Advisor Certified

Xero Limited

SKILLS

FINANCE & ACCOUNTING

Xero

QuickBooks

Payroll

Bank Recon

A/P & A/R

Financial Reporting

SYSTEMS & AUTOMATION

n8n

Process Design

Business Automation

System Integration

Workflow Design

WEB DEVELOPMENT

Next.js

React

Tailwind CSS

WordPress

Cloudflare Pages

BUSINESS OPERATIONS

Ops Management

Project Management

Team Leadership

TOOLS

MS Office Suite

Adobe Suite

POS Systems

Hotel Mgmt Systems

LANGUAGES

English

Professional

Filipino

Native

EDUCATION

Bachelor of Science in Business Administration

Major in Operations Management

University of St. La Salle

Bacolod City · 2009 – 2013

REFERENCES

Dhamielyn A. Sarno, MIT

ProVA PH Coach

dhamsarno@gmail.com

+63 915 832 5769

Jeanette Hizole-Rey

Kajea Bookkeeping Coach

PROFESSIONAL SUMMARY

QuickBooks ProAdvisor and Xero Advisor with 10+ years across bookkeeping, operations management, and hospitality in the Philippines and Singapore. I handle the books and build the systems — payroll, expense tracking, financial reporting, and automation — so business owners have clean numbers and processes that run without them. Experienced with high-volume transactions, multi-currency, and cross-border engagements. Open to international SME clients in AU, US, SG, NZ, UK, PNG, and PH markets.

WORK EXPERIENCE

Founder · Bookkeeper & Business Systems Consultant

Nov 2025 – Present

True Hub Solutions

Philippines (Remote) · International Clients

- Founded a boutique consultancy delivering integrated bookkeeping, financial systems, automation, and web platforms for SME clients across AU, SG, NZ, UK, PNG, and PH markets
- Architect of full business infrastructure: Xero bookkeeping, custom payroll & expense systems, n8n automation workflows, and client-facing web applications (Next.js, Cloudflare)
- Serve as the primary financial and operational consultant — translating complex business requirements into clean books, reliable systems, and scalable processes
- Designed and developed client websites and internal platforms that replace manual workflows with automated, self-running operations

Founder & Lead Bookkeeper

Oct 2024 – Nov 2025

JChan Bookkeeping Services

Philippines (Remote)

- Established a specialist bookkeeping practice delivering full-cycle Xero financial management for SME clients — reconciliation, payroll, A/P & A/R, and monthly reporting
- Designed and deployed custom operational systems: payroll manager, leave tracker, and expense approval workflows — eliminating manual processes for clients
- Identified inefficiencies in client operations and engineered targeted solutions, consistently reducing administrative overhead

Daily Operations Manager

Feb 2023 – Feb 2026

Best Holistic Life — Lifestyle Magazine

Remote

- Managed digital operations, content workflows, vendor coordination, and editorial scheduling
- Streamlined publishing pipeline and automated recurring operational tasks

Small Business Owner

Jan 2022 – Dec 2024

Jean's Delights — Food Cart Franchise

Bacolod City, Philippines

- Operated food retail business — inventory, supplier relations, full P&L tracking

Assistant Front Office Manager

Dec 2018 – Nov 2021

CherryLoft Resorts and Hotels Pte Ltd

Singapore

- Oversaw front office ops, guest services, and cross-departmental coordination
- Managed night audit procedures, daily revenue reconciliation, and financial reporting
- Led and trained front desk team; maintained high guest satisfaction scores

Financial Services Representative

Nov 2017 – Feb 2018

Prudential Assurance Company Singapore

Singapore

- Advised individual and corporate clients on financial planning, insurance, and investment products

Earlier experience (Sep 2014 – Aug 2017) includes hospitality and F&B management roles in Singapore (CherryLoft, Jamie Oliver / Integrated Food Concepts) and operations roles across Singapore and the

