

Rovelyn

Email add: rovie.150191@2freemail.com

# An experienced Accounting Assistant with more than 5 years’ solid experience in the region. Detailed-oriented and efficient in handling multiple projects and consistently meeting deadline under pressure. Extensive knowledge of accounting software and processes. Skilled in billing, invoicing and accounts receivables.

# Professional Experience

## Accounting assistant | mIX TELEMATICS MIDDLE EAST FZE | OCT 2012-APR 2017

**Responsibilities**

Billing and Collection

* Engage with the clients directly in explaining the billing and collection SOPs
* Prepare the monthly billing report for more than xx active clients globally
* Raise and send quotes and invoices; both for the direct and dealership accounts
* Monitor and update the client database regularly
* Chase purchase orders and follow ups payment and past-due clients via phone and emails
* Email statement , notices of past due and Credit Notes.
* Facilitate meeting every end of the month with Key Account Managers to discuss past dues and billing-related issues
* Focal point of billing/invoicing-related issues- both client and client services department

Administrative Support – Finance

* Update daily foreign exchange rate on SAGE Evolution system
* Facilitate the mailing and logistics of invoices
* Submit monthly client databases’ report to the Financial Controller and Operations Manager

## accounts assistant-accounts payables | BCP Dermatological corp |

## dec 2011 - sept2012

**Responsibilities**

* Prepare cheques and vouchers
* Update Expense Reports
* Monitor cancelled cheques and other expenses
* Document all transactions and archive supporting documents

## accounting officer- taxation and audit | siglakas allied services |

## jan 2010 – june 2011

# Responsibilities

* Prepare of Monthly / Quarterly / Annual Taxes
* Book Keeping - Manual for Sales and Purchases
* Maintain file for Cash disbursement, Sales, Purchase &, Importations
* Process papers in Bureau of Internal Revenue & Securities and Exchange Commission
* Assist Client for their Accounting query
* Upload and submit Tax documents to Bureau of Internal Revenue System
* Submit documents in Social Security System through Web Service

# Education

## bachelor degree in nursing | October 2007 | our lady of fatima university

## high school diploma | 2001 | polo national high school

# Skills & Abilities

* SAGE Evolution
* Client Management
* Proficient in Microsoft Office Applications: Outlook, Word, Excel, Power point, PDF Editing
* Salesforce CRM
* ERP and QuickBooks

# References

# Rebecca Whittfield – Senior Accountant

# Renita Menezes- Assistant Accountant

# Yusuf Adams- Accountant