**First Name of Application CV No 1621440**

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**OBJECTIVE**

To work in a company which I can apply my knowledge & work experiences and increase my learning through the assigned tasks & responsibilities.

**PROFESSIONAL SUMMARY**

Technically-adept analyst with advanced knowledge of MS Office application and experience creating Excel databases and PowerPoint presentations for Report Analysis.

**SKILLS**

* 50 WPM typing speed
* Excellent communication skills (English)
* Customer service oriented
* Flexible, accurate and detailed
* Works well with under pressure
* Social media knowledge
* Team Building
* Advanced in Microsoft Office Application

**WORK HISTORY**

**TRANSACTION PROCESSING ASSOCIATE – November 2012 to March 2016**

**ACCENTURE INC. Mandaluyong City, Philippines**

* Prepare customer invoices on a timely basis in accordance with contractual agreements.
* Follow company billing practices to ensure invoice accuracy, timely cash application and proper revenue recognition
* Reconcile list of customers assigned to you against revenue recognition report to ensure all clients are billed.
* Work with internal customers (Sales, Finance and Implementation team) to resolve billing issues.
* Manage billing cases in Sales Force and follow up external customers.
* Make recommendations to improve quality of invoicing and collection procedures.
* Prepare adhoc reports for management upon request. Perform other duties assigned.

**EDUCATION**

**TERTIARY**

**BACHELOR OF SCIENCE IN ENTREPRENEURIAL MANAGEMENT**

**Polytechnic University of the Philippines 2007 – 2011**

Pulong Buhangin Santa Maria Bulacan Philippines

* Coursework in Business Administration, Communication and Accounting.

**SECONDARY**

**Norzagaray National High School 2001 – 2005**

Iras, Norzagaray Bulacan Philippines

**PRIMARY**

**Cornelia M. DeJesus Memorial School 1994 - 2000**

Pulong Buhangin Santa Maria Bulacan Philippines

**PERSONAL INFORMATION:**

Birthday : October 10, 1986

Civil Status : Single

Height : 5’6

Weight : 136 lbs.

Languages : English