**PROFILE**

Able to multi task, works with minimal supervision, good at analysis. Innovative and has a good leadership.

**EDUCATIONAL BACKGROUND**

**TERTIARY:**

Cagayan State University-Sanchez Mira

Bachelor of Science in Business Administration Major in Management Accounting

**2007-2012**

**ACHIEVEMENT**

**2nd Placer Region 2**

**Entrepreneurial Challenge-Business Plan Competition**

Department of Trade and Industry

October 2010

**Campus Leadership Awardee**

March 2012

**Outstanding On-the-Job Trainee**

March 2012

* Global Mystery Shopper Service Award

(100% Customer Service)

* 3rd Place Highest Sales

(Shapewear Competition)

**QUALIFICATIONS**

* Proficient in SAP/ERP
* Proficient in Excel, Word and Powerpoint
* Proficient in English Oral and Written Communication
* Excellent in Microsoft Office
* Flexible on different jobs assigned from time to time

**ELIGIBILITY**

Civil Service Professional

Date of Exam: October 2012

**HERNANDEZ, MARINETH ILOVINO**

**CAREER OBJECTIVE**

To develop my knowledge and skills through a successful company that nurtures and give full support to career security and enhancement.

**WORK EXPERIENCE**

# August 2013- July 2016

# Philippines

# The associate has full knowledge on all processes under Order to Cash with processes like:

# Sales Order Management

* Receives, validates and processes order in SAP.
* Sends order pad directly to plant for processing.
* Coordinates with regards to order status from plant.
* Monitors shipping schedule and shipping documents and advise distributor.
* Resolves issues

Billing

* Validates plant invoice if billed correctly.
* Processes billing in SAP to distributor/customer.
* Shares shipping documents directly to distributor/customer.
* Resolves issues

Letter of Credit Preparation

* Prepares, validates shipping documents and prepare LC documents: these include 3 way matching, fill in the forms necessary for signatures.
* Coordinates with the bank in cases of discrepancies.
* Resolves issues

Cash Application

* Applies cash received against invoices paid in SAP.
* Ensures no delays in cash application.

AR Aging Report

* Prepares the report through downloading, sorting and pivot.
* Updates individual customer status of payment.
* Reports to client status of payment through teleconference and give actions taken.
* Helps client on resolving issues for the benefit of the business outcomes.

Collections

* Creates and sends out collection emails to respective customers for the overdue invoices.
* Updates customers on status of the payment through inquiry to the bank.
* Coordinates with sales managers of non responsive customers.

Credit Note and Debit Noted Creation

* Creates journal entry and posting in SAP.
* After approval, these will be shared on customers through email.

**PERSONAL DATA**

**AGE** : 26 years old

**DATE OF BIRTH**: September 18,1989

**PLACE OF BIRTH**: Sanchez Mira, Cagayan

**NATIONALITY** : Filipino

**CIVIL STATUS** : Single

**LANGUAGE** : English, Iloco, Tagalog

**HEIGHT** : 5’3”

**WEIGHT** : 123.2 lbs

**Introduction to Accenture Delivery Skills for Supervisors Program**

Mandaluyong, Philippines

November 12, 2015

**Communications Enhancement**

Gateway 2 Cubao, Quezon City

January to July 2016

**ON THE JOB TRAINING**

**Management Trainee-Triumph International Singapore-JalanPimimpin, Singapore**

Management Trainee is responsible for all transactions that concern the over-all management of the boutique’s operation.

**SEMINARS AND TRAININGS**

Accounts Receivable Reconciliation

* Prepares the report though generating, downloading, sorting of transactions in SAP.
* Matches and analysis of balances from AR control list and clearing accounts.
* Gives update on aged items to client.

Distributor Claims Processing

* Validates claims from distributors/customers
* Prepares journal entries.

# Freight Invoice Validation

* Validates freight invoices according to agreed rate with shipping lines.
* Resolves and investigates queries

Other tasks:

* Subject Matter Expert
* Trains new members

# May 2012 - August 2013

# Accounting Assistant- ABS-CBN EmoneyPlus Incorporated, Quezon City, Philippines

The Accounting Assistant is designated with bank reconciliation of accounts of courier and tie-up accounts from the book of accounts.

The following are the responsibilities:

* Investigating recorded transactions that are recorded in book but not in bank.
* Preparing adjusting entries from the errors met during the reconciliation.
* Gathering information from concerned department necessary for the reconciliation.

Beneficiary Cash Pick Up Reconciliation

* Matching of Set-Up Funding from the actual fund reported by the Treasury Department.
* Investigating unrecorded transactions and presenting it to the concerned person.
* Clearing the vendor account using SAP.

Checking of entries

* The necessary information present from the document should be the same at the book of accounts on SAP.
* If wrong entries are made, preparation of adjusting shall be made.

Accounts Receivable Clearing

* Matching of BCU and creditback transactions and clearing immediately

using SAP.

Accounts Payable Clearing

* Matching of vendor transactions vs. reprocessed transactions and immediately do the clearing.

**Job Seeker First Name / CV No: 1799946**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

