**Allan**

**Allan.331027@2freemail.com**

**Self Review:**

I would describe myself as having a vibrant, outgoing personality with a friendly, approachable manner. I like to set and achieve goals and have good planning skills. Throughout my career I have a natural ability for problem solving and have developed extensive customer service and technical skills.

**OBJECTIVES**

To work for an organization where I can best utilize my previous working experience, skills, education and further more with an opportunity to grow.

**PROFESSIONAL EXPERIENCE**

September 11, 2014 – Finish Contract

**Senior Accounts Receivable Clerk**

Intercontinental Hotels Group

Holiday Inn Bur Dubai – Embassy District

Job Responsibilities:

* Daily Morning Report.
* Check Proper City Ledger and tally our report to Front office report.
* To Transfer Data accruals to AR Account.
* Check properly attachment with check out rooms or Group.
* Make sure correct LPO.
* Check Rate with C\Out Rooms from contract.
* Make sure which type of contract or group booking or Company Rates or Cooperates Rates or Any other Dealing Rate.
* After check All Invoices then send Invoices to Companies by different way (by courier, by some company has Online own system, by simple Online).
* Send SOA. Time to Time.
* Answering any discrepancy by mail.
* To call companies to take follow up payment.
* Main Important To Control Aging.
* Apply payment.
* Dedicate Commission.
* TO Open New Account.
* Before Open Any Account to make sure from All Credit Manager about Company Status.
* To make sure if receive any payment Front office they post proper way.
* To Prepare Credit Meeting.
* Make AR TO AP.
* To control City Ledger
* To sending All Invoices by Courier.
* One Copy keep Filing For our record.

December 18, 2010 to September 10, 2014

**Senior Invoice Reader**

Union Co- operative Society, P.O. Box 294448 Dubai, United Arab Emirates

**In Philippines**

March 1, 2010 to June 28, 2010**, Unilever Philippines** / **Merchandiser, Public Market**

**Assistant**

**EDUCATION**

* **Bachelor of Science in Pharmacy** Virgin Milagrosa University Foundation, San CarlosCity (Pangasinan) 2420 Philippines, 2000 – 2003 Undergraduate

**TECHNICAL SKILLS**

* OPERA System Knowledge
* FBM System (Food Beverage Material System)
* Microsoft Office.
* Fundamentals of Computers and Internet.

**LANGUAGES**

Fluent in English, Filipino

**PERSONAL**

Date of birth **9 July 1983**

Citizenship **Filipino**

**INTERESTS & ACTIVITIES**

Music, Reading

**Most Hardworking Employee (2011-2012)**

**Employee of the Month(September 2016)**