

 **MARICEL**

**MARICEL.331391@2freemail.com**

**CAREER OBJECTIVE**

To secure a profession which will offer advancement opportunities while utilizing background, training and skills.

**PERSONAL INFORMATION**

Age : 33 years old

Date of Birth : April 07, 1983

Civil Status : Single

Nationality : Filipino

Language : English, Tagalog

Skills : Can work with less supervision, can work under pressure effectively and

 goal oriented

**EDUCATION**

 Western Institute of Technology

 Bachelor of Science in Commerce

 Major in Management Accounting, 2008

**WORK EXPERIENCES:**

***July 2015 – November 19, 2016* Philippine Spring Water Resources, Incorporated**

 ***Credit & Collection Supervisor***

 **Sportsville Compound, Jaro Iloilo City, Philippines**

**Job Description**

* Check the attendance of C&C Officers like tardiness and absences and implement disciplinary action if needed.
* Weekly checking of salesman's performance (past due rate to total AR), collection and status of past due accounts.
* Branch visit to supervise the works of Credit & Collection Officers in their assigned branches.
* Gather reports from C&C Officers regarding the Accounts Receivable and Past Due ratings of the branches and help them follow up hard to collect customers thru van ride and reconciliation of accounts.
* Processed/filed case to the court and attend hearings as a representative of the company.
* Approves Credit Memo with the valid supporting documents they are handling.
* Consolidate the monthly reports forwarded by the C&C Officers and send to the EVP for Finance and Accounting Manager.
* Attend meetings monthly and check the summary of accurate incentives computation of the branches.

***October 2011- June 2015* Philippine Spring Water Resources, Incorporated**

 ***Credit & Collection Officer***

 **Sportsville Compound, Jaro Iloilo City, Philippines**

**Job Description**:

* Conduct a one on one aging with the salesman
* Making reports of the total sales and collection including the past due and the current accounts of the customer.
* Reconcile the hanging accounts of the costumer.
* Follow up the unpaid accounts of the costumer.
* Making demand letters to the delinquent customer.
* Van ride with the salesman to confirm accounts and to audit their respective area.

***November 2008 to June 2011* Imperial Appliance Group of Companies**

 ***Internal Audit Assistant***

 **Muelle Loney Streets, Iloilo City, Philippines**

**Job Description**:

* Conduct an interim cash audit under the cashiers responsibility and accountability.
* Prepares audit working papers prior to audit schedules.
* Gather all pertinent data available in the branch to support audit reports.
* Coordinates audit reports and findings to every department and branch that have direct concern for any matters in contest.
* Follow-up and coordinates development of post audit reconciliation with the branch.
* Do other task assigned by the Chief Audit Officer or the Chief Accountant like cashiering (includes issuance of receipts, encoding receipts to the system, payroll, compute commission and other incentives employees and sales personnel).

**SEMINARS & TRAINING**

**July 30 & 31, 2016**  **Developing Skill Training**

 Conducted by Phil. Spring Water Resources, Inc.

 PSWRI Training Center, Mandaue, Cebu City, Philippines

**July 26 & 27, 2016**  **Occupational First Aid Training**

 PRC Training Center, Iloilo City, Philippines

**November 2007 to January 2008** **On the Job Training**

 Bureau of Internal Revenue, Administrative Division

 Iloilo City, Philippines