**MELDRED D. DETERA**

Abu Dhabi

**SUMMARY**

Strategic, analytical and flexible finance professional with 4 years of success in Accounts Receivable department. A high performing individual, demonstrating drive, enthusiasm and initiative, with the ability to work well under pressure, consistently delivering quickly and accurately and able to prioritise to ensure deadlines are met whilst maintaining a high standard of analysis and insight. Willing to be assigned in other accounting department.

**HIGHLIGHTS**

Team Leadership

Variance Analysis

Bank Reconciliation

Accounts Reconciliation

Knowledge in SAP

**PROFESSIONAL EXPERIENCE**

10/2012 to 12/2016

10/F Raffles Bldg. Ortigas Center, Pasig City, Philippines

***Accounts Receivable Senior Finance Analyst***

* Handled a team for national accounts
* Allocation of workloads to individual members based on their ability
* Assist team in escalation of unresolved issues
* Checking and reviewing the accuracy of General Ledger balances (Internal and External)
* Checking the completeness of customer codes for accurate reporting to Business Units
* Validate and check the completeness of documents received and its attachments
* Posting of payments made by the customers
* Posting of credit memo, debit memo, adjusting entries
* Sending of statement of accounts directly to customers or thru salesman
* Sending of demand letters to customers with past due balances
* Recommended blocking and unblocking of accounts if necessary
* Account reconciliation directly to customers and salesman
* Monitored tax certificates receivable to customers
* Monitored and analyzed Key Performance Indicators(KPI) of each member for evaluation

9/2011 to 10/2012

**San Miguel Foods Inc. - Great Food Solutions**

Ugong, Pasig City, Philippines

***Accounts Receivable Finance Analyst***

* Reconciliation of accounts directly to customers and salesman
* Analyzed price and weight discrepancy
* Sending of demand letters to customers with past due balances
* Sending of statement of accounts to customers
* Recommended blocking and unblocking of accounts if necessary
* Monitored collection of tax cert receivables to customers

1/2010 to 9/2011

**Meralco Industrial Engineering Services Corporation**

Sikatuna Village, Quezon City, Philippines

***Payroll Clerk***

* Collect and summarize timekeeping information
* Preparation of payroll every 15th and 30th of the month
* Assist in preparation of financial reports monthly

6/2009 to 12/2009

**Edgecomm, Inc.**

Sto.Nino, Paranaque City, Philippines

***Payroll Clerk***

* Collect and summarize timekeeping information
* Preparation of payroll every 15th and 30th of the month
* Preparation of minutes of the meeting

**EDUCATIONAL BACKGROUND**

***Bachelor of Science in Commerce***

***Major in Management-Accounting***

St. Louise de Marillac College of Sorsogon

Philippines

April 2009

**REFERENCE**

Available upon request

|  |
| --- |
| **CANDIDATE FULL NAME – CV No**  To arrange interview with me, please send your company name, vacancy and salary details to my HR Consultant [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com) Whatsapp +971504753686  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |