

Contact HR Consultant for CV No: 341585

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

Personal Summary

Can relate well with people at all levels and has the flexibility of working well as part of a team or individually. Comfortable working in a fast paced, hands-on, growth orientated work environment and possessing a proven ability to ensure that brand messages, standards and communications are understood and implemented effectively. Now looking forward to a making a significant contribution to a company that offers genuine opportunities for progression.

Experience Level: I have been working since 2005

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| Mar 2014- July 2016 | **Credit & Collection Staff** | |
| 2 years 4 months | Puregold Price Club, Inc. |  |
|  | National Capital Region, Philippines | |
|  | Industry | Retail/Merchandise |
|  | Specialization | Clerical/Administrative Support |

DEBIT AND CREDIT CARDS:

* Bank reconciliation and consolidation.
* Prepares the Sales Ledger in Excel Format.
* Encodes payment & application.
* Prepares cancellation letter.
* Prepares letter to the bank for their unsettled transaction.
* Filing related documents.
* Assist stores for their queries.
* Prepares RFP-Request For Payment for addback of cahier's shortages.

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| --- | --- | --- |
| May 2010- Nov. 2013 | **Accounting Clerk** |  |
| 3 years 7 months | Hexagon Healthcare Corp. | |
|  | National Capital Region, Philippines | |
|  | Industry | Healthcare/Medical/ Equipment |
|  | Specialization | Clerical/Administrative Support |

 Prepares payroll and payroll order.

 Prepares voucher, operational fund and petty cash replenishment & supporting documents.

 Check monthly sales incentives of sales agent and technicians.

* Deposit cash collection for the day.
* Filing. Prepares and encodes debit/credit memo, sales return & sales discount.
* Regular follow up of customer's account for collection.
* Prepares and sending invoices to customer by mail, facsimile, agent and collector.
* Update record jackets.
* Encodes and prepares daily collection report.
* Prepares order slip, sales invoice, official receipt and acknowledgement receipt.
* Prepares monthly expenses of the company.
* Perform other task assigned by the immediate supervisor.

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| April 2005- May 2010 | **Encoder/Billing Clerk** | |  |
| 5 years 2 months | Startruck Transport Services Inc. | | |
|  | National Capital Region, Philippines | | |
|  | Industry | | Transportation/ Logistics |
|  | Specialization | | Clerical/Administrative Support |
|  |  | Prepares Payroll. |  |
|  |  Encode data and prepares billing. | | |
|  |  | Prepares Official Receipt. | |
|  |  Follow up collections to the clients. | | |
|  |  | Filing other documents. | |
|  |  Perform other duties that my supervisor assigned. | | |

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|  | Education | **Bachelors of Science in Business Administration** | | |
|  |  | **(Major in Management)** | | |
|  |  | Governor Andres Pascual College | | |
|  |  | Philippines |  |  |
|  |  | Graduation Date 2005 |  |  |
|  |  |  |  |  |
|  | Personal Skills | Optimistic attitude |  |  |
|  |  | Hardworking |  |  |
|  |  | Patient |  |  |
|  |  | Reliable |  |  |
|  |  |  |  |  |
|  | About Me | Gender | Female | |
|  |  | Age | 34 years’ old | |
|  |  | Nationality | Philippines | |
|  |  | Language | English/Filipino | |