### Mary

### [Mary.377545@2freemail.com](mailto:Mary.377545@2freemail.com)

### C/o 971504973598

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**Objective:** To enhance my skills, knowledge and to seek challenging assignment and responsibility with an opportunity for growth and career advancement as successful achievements.

**Work Experience**

**June 2014 – Present B.M. Domingo Motor Sales, Inc. (**Isuzu Car Dealership**)**

**Accounting Department**

*Account Receivable Coordinator*

**Nature of Work:**

* Invoicing of New Vehicle
* Communicate with customers via phone, email, or personally
* Monitor customer account details for non-payments, delayed payments and other irregularities;
* Conduct account research analysis on customer’s balance
* Interact with customers to resolve outstanding issues
* Send statement of account to outstanding customers
* Maintaining thorough, well organized accounts receivable customer files
* Summarizes receivables by maintaining invoice accounts
* Collate, reconcile and summarize Creditable Withholding Tax from customer
* Perform other related functions as may be assigned by the Department Head or by the Management.

**On-the-Job Training**

**China Banking Corporation**

**November, 2012-February, 2013**

**Gapan City, Nueva Ecija Branch**

* *CRA (Customer Relations Assistant)* 
  + Assisting for the processing of new accounts and other related banking services.
  + Assist clients on their banking needs.
  + Encode and validate teller’s transaction
  + Sorting of bank statement.
  + Filing of different documents

**Special Program for the Employment of the students**

Municipality of San Antonio, Nueva Ecija

* *Encoder*
  + Encode all the transaction of the municipality

**April-May 2011**

**April-May 2012**

**Skills:**

### Expert in Microsoft Office Suites (MS Word, Excel, Power Point)

* knowledge in using QuickBooks (accounting system)
* Writing communication or any related business letter
* Highly organized with ability to adapt quickly to change

Languages: Filipino, English  
Enthusiastic, quick to learn with good interpersonal and organizational skills. Have a high sense of responsibility and believe in “It pays to work hard”

**EDUCATION:**

Tertiary:

Nueva Ecija University of Science and Technology 2009-2013

Sumacab, Cabanatuan City, Nueva Ecija

Bachelor of Science in Business Administration (Major in Marketing)

Secondary:

Saint Paul School of San Antonio, Nueva Ecija 2005-2009

Cando St. Poblacion, San Antonio, Nueva Ecija

Primary:

San Antonio Central School 1998-2005

Poblacion, San Antonio, Nueva Ecija

**SEMINARS ATTENDED:**

**Marketing and Selling Technique Seminar**

July 12, 2012

Farmer’s Training Center NEUST

Sumacab Main Campus, Cabanatuan City

**Modular Approach in the Preparation of Financial Statements with the Use of Excel Spreadsheet**

August 31 2012

Farmer’s Training Center NEUST

Sumacab Main Campus, Cabanatuan City

**3rd Provincial Entrepreneurship Seminar**

December 13, 2012

Nueva Ecija University of Science and Technology Gymnasium

Sumacab Main Campus, Cabanatuan City

**Personal Data:**

Date of Birth : November 9, 1992

Place of Birth : San Antonio, Nueva Ecija

Age : 25 years old

Religion : Roman Catholic

Citizenship : Filipino

Height : 5’4”

Weight : 56 kls.