RESUME SUMMARY

Latest Position Accounts Assistant

Latest Job Function Accounting / Bookkeeping, Accounts Receivable / Payable

PERSONAL PARTICULARS

Date of birth 11-May-84

Age 31

Gender Male

Nationality Filipino

Marital Status Single

Living Location Dubai

Executive Summary

Objective

I want to work in a respected company and get a challenging and rewarding position wherein my accounting skills and proficiency in the field can contribute towards tremendous growth of the organization.

**Summary**

Dynamic and sincere professional with unmatched accounting, administrative, mathematical, written and verbal communication skills with more than 8 years of rich experience in Accounting, Insurance Broking and Customer Service and Sales fields. Excellent knowledge of Accounts Payable & Receivable processes, bank reconciliation, general ledger bookkeeping, payroll tasks, accrual accounting, account reconciliation and preparation of Financial Statements. Proficient in Oracle. Experience in BPO, Shared Center and KPO Industry.

EDUCATION

University of the East – Manila Campus

2001 – 2005

Bachelor of Science in Business Administration Major in Banking and Finance

work experience

Company Microsourcing Philippines, Inc.

Duration September 23, 2013 to Present

Position Accounts Assistant

Duties and Responsibilities

* Processes payments runs and controls expenses by receiving, processing, verifying, and reconciling invoices.
* Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
* Input of supplier invoices and credit notes for head office disbursements
* Monitor vendor account details for non-payments, delayed payments, and resolve vendor queries.
* Reconciliation of Monthly Supplier Statements
* Monthly bank reconciliation of the trading account.
* Maintains general ledgers by verifying and posting account transactions.
* Update, verify and maintain accounting journals and ledgers and other financial records
* Helps in the preparation of the budget cash flow
* Complete payroll related activities
* Adding and maintaining Customer / Suppliers details, Updating & maintaining supplier product pricing

and creation of new product entries

* Produce weekly and monthly reports and assists in Month End Closing
* Posts customer payments by recording cash, checks, and credit card transactions.
* Raising accounts receivable invoices & preparing invoices for payment
* Researches and resolves payment discrepancies, investigate and resolve customer queries
* Oversees accounts receivable write-offs, payment reversals and adjustments
* Follow up on, collect and allocate payments, generate and send out invoices and statements
* Assists in the preparation of Financial Statements
* Provides administrative, clerical and general office support

Company JG Summit Holdings, Inc. Corporate Insurance / Unicon Insurance Brokers

Corporation

Duration July 01, 2009 to February 4, 2013

Position Insurance Associate

Duties and Responsibilities

* Gathering information from clients, assessing their insurance needs and risk profile
* Building and maintaining on-going relationships with clients including scheduling and attending meetings and understanding the nature of clients' businesses or lives
* Researching policies from different insurers and negotiating for the best deals
* Arranging insurance cover for clients with the insurance provider
* Manages and secures Motorcar, Fire / Property and Bond/CARI/CGL insurance policy coverage requirements.
* Processing of insurance claims ensure mutual satisfaction
* Checks & Reviews premium computations, invoice and policy details
* Prepares insurance quotations, correspondences, memos, renewal notices/reports, requests for documentation, billing statements, collection letter notices, commission, production and collection reports.
* Responsible for the preparation, collection and reconciliation of receivable / payables.
* Maintains records (soft and hard copies) such as policy files, correspondence files, memos and invoices
* Manages Accounts Receivable functions include following-up on, collecting and recording / allocating payments, processing invoices / credit notes and generating billing statements, researching and resolving payment discrepancies, monitoring client account details for non-payments, delayed payments and other irregularities
* Perform customer and vendor statement and account reconciliation
* Provides administrative and other clerical works

Company Citigroup Business Process Solutions

Duration June 19, 2007 – October 6, 2008

Position Customer Service Officer

Duties:

US Citicards

* Provides answers and solutions to customer’s inquiry regarding their credit card transactions thru phone
* Assist card members with concerns varying from sales, billing, collections, fraud or general customer service
* Proactively offer products and services that add value to customer’s existing credit card account.

US Home Equity

* Handles processing of home mortgage applications, and processes these files until the loan is approved and all requirements are met.
* Follows-up and reviews documentation required for processing loans in accordance with corporate policies and procedures
* Works with the customer and underwriter to get the necessary income, title, and insurance documentation

Company ICT Marketing Services, Inc.

Duration April 3, 2006 – May 17, 2007

Position Customer Service Representative

Duties:

* Answer calls and respond to emails
* Handle customer inquiries both telephonically and by email
* Research required information using available resources
* Manage and resolve customer complaints
* Provide customers with product and service information
* Enter new customer information into system
* Update existing customer information
* Process orders, forms and applications
* Identify and escalate priority issues
* Route calls to appropriate resource
* Follow up customer calls where necessary
* Document all call information according to standard operating procedures
* Complete call logs
* Produce call reports

Skills

Proficient in the use of MS-Word, Excel, Power point, Outlook and Internet, Accounting Software, Oracle, Attache Accounting Software

Awards received

Second Honorable Mention – High School / Our Mother of Perpetual Succor Academy

Second Honorable Mention – Elementary / Torrijos Central School



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