



SKILLS

- Knowledge of bookkeeping principles.
- Being able to organize and maintain financial records
- Show particular attention to detail, able to work well under pressure, and can multi-task.
- Basic knowledge in Quickbooks accounting software
- Highly motivated and friendly individual who has outstanding background in sales and customer service.
- Eager to learn new skills and take on challenges.
- Knowledge in DOS base, Siebel and Work Flow Engine

LET'S CHAT:

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REFERENCES:

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 Credit Management Telstra (Teletech)
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Ezra Delos Reyes - Accountant
 5S Business Outsourcing and Resources
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Larry John Lucero Sagun

Member of Institute of Certified Bookkeepers

HERE'S MY STORY:

I'm currently an ESL teacher. I'm hardworking, diligent, and dedicated—all qualities I put forward in everything I do. I have earned a Bachelor's Degree in Accounting Technology.

WORK EXPERIENCE

China Online Education Group ("51Talk", NYSE: COE)

SENIOR TEACHER
 JULY 2019 - PRESENT

- Maintained proper documentation of student's files, records and portfolios
- Organized learning resources and the classroom environment to facilitate a positive learning experience

TELETECH Powered by Telstra

CREDIT MANAGEMENT SPECIALIST / RETAIL CHANNEL SUPPORT
 AUGUST 2015 - DECEMBER 2018

- Responsible for in managing customers credit rating
- Collecting the payments by balancing the needs of the customers as well as the needs of the company
- Doing credit assessment and risk analysis to determine the credit standing of the new customer.
- Responsible for helping the dealers about processing their orders
- Creating an account with customer's confidential information and make sure it is secured
- Ability to explain to the dealers the customer's bill and charges
- Ability to use all the resources provided to find better solutions

TELEPHILIPPINES (Teleperformance)

TECHNICAL SUPPORT REPRESENTATIVE
 AUGUST 2013 - AUGUST 2015

- Help customers resolve issues with their internet, TV, computer and phones.
- Enters data from customers into various software programs.
- Appropriately communicate with upset customers to resolve their inquiries.
- Thrives as a team player in a fast-paced, high-energy, change-oriented environment.

EDUCATIONAL INFO

System Technology Institute (STI), Las Pinas
 BACHELOR OF SCIENCE IN ACCOUNTING TECHNOLOGY

- Graduation date: January 2021
- Finished On The Job Training in an Accounting Firm
- Passed the Bookkeeping Exam