

JACKI-LYN M. REYES

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Professional Summary

I am a graduate of Business Administration Major in Management. I am located in the Philippines.

During my tenure in my previous freight forwarding company, I have developed strong communication skills and coordination to local clients and foreign colleague.

I have adopted the company core values of constant care to customer, humbleness to listen and learn, uprightness and giving value as an employee and protect the company's reputation.

I have experience on account analysis, bad debts provision, customer service and always open for new learnings for my career growth.

Skills

MS Word, MS Excel, MS Powerpoint, MS Teams, Outlook, SAP ERP

Good customer service

Collaboration to co-worker

Good oral and written communication skills

Working Experience

AR Analyst/Working Capital – Finance Department

MAERSK LOGISTICS AND SERVICES PHILIPPINES INC (Damco Philippines Inc.)

9th Floor One E-Com Building, Mall of Asia Pasay City

January 26, 2015 – January 31, 2022

Duties and Responsibilities

- ❖ Establishes and develops relationships with clients and co-workers to have harmonious working environment
- ❖ Prepare and send statement of account (SOA) for customer copy and reconciliation
- ❖ Sending of dunning notification advise to customer
- ❖ Closely coordinate and monitor timely billing dispatch to customer to ensure we can get collection of time, escalation to respective Managers if necessary
- ❖ Prepares weekly AR report for customer outstanding balance and collection forecast
- ❖ Calls clients for collection follow up, assist with their query / needs then forward to correct person in charge

- ❖ Received customer payment, check and validate if the bank details are correct, post payments, request issuance of official receipt, send notification to Operations to release any relevant documents to shipper/consignee/broker
- ❖ Attends meeting regarding customer reconciliation of outstanding balance (internal/external)
- ❖ Monitors customer on account credit & debit balance and suggest resolution to clear within a specific timeline
- ❖ Updating customer data in MDG & SNOW for credit customer
- ❖ Prepare and reconcile bank clearing report
- ❖ Prepares BS recon
- ❖ Prepares monthly dispute report, follow up the responsible person in charge to resolve the issue
- ❖ Assist to prepare, analyze exposure for bad debts provision, suggest write off proposal (if needed)
- ❖ Prepares, submit and endorse accounts for issuance of legal demand letter
- ❖ Updates the monitoring file of manual issuance of official receipt monthly
- ❖ Process request of documents to DNB (Dun & Bradstreet) for customer accreditation and customer financial status
- ❖ Other assigned task from time to time: USD purchase, refund process, arrange meetings, assist to analyze data for unidentified collection, refund process, bank/payment concerns and minor AP task such as receipt scanning, uploading, and attaching to SAP as proof of reference

Supply Chain Management (SCM – IMPORTS)

Damco Logistics

9th Floor One E-Com Building, Mall of Asia Pasay City

November 16, 2015 to January 29, 2016

Duties and Responsibilities

- ❖ Prepares costing for each shipment transaction
- ❖ Sending of pre-alerts thru mail for incoming shipments
- ❖ Monitoring of ETD (estimated time of delivery) and updates monitoring file
- ❖ Reports to shipper and receiver any changes on delivery and shipment status
- ❖ Organize proper documentation for each transaction for easier monitoring of shipments
- ❖ Checked and send invoices for payment processing

Account Payable - Finance Department

DAMCO Logistics

9th Floor One E-Com Building, Mall of Asia Pasay City

August 11, 2014 to November 13, 2015

Duties and Responsibilities

- ❖ Received request, processed cash advance, liquidation, and reimbursements (operational and non-operational)
- ❖ Prepares and generate vendors automated BIR 2307, thru SAP system
- ❖ Process manual check payment, get signature from the authorize person and release to respective vendor with the corresponding list of paid invoices for proper documentation
- ❖ Received important documents such as acknowledgment receipt, invoice, collection receipt, companies bill payment and other transaction that needs to be settle / endorse for payment
- ❖ Handles inquiry/telephone calls regarding payment completion, outstanding balance, and transaction history
- ❖ Records all payment and update vendor data for any outstanding balance

ADMINISTRATIVE ASSISTANT - Procurement

Commercial Department (Aspire Zone Project)

Mosanada UGL

P.O. Box 24039 Doha - Qatar

December 09, 2012 to January 09, 2014

Duties and Responsibilities

- ❖ Received and processed material request
- ❖ Collects quotation for each request and prepares cost analysis
- ❖ Encoding and filing each transaction made and completed
- ❖ Prepares month end expense reports
- ❖ Updating vendors list for each supplier
- ❖ Coordinates to overseas supplier for purchasing various items request
- ❖ Assist and monitor supply of material at the warehouse
- ❖ Answers telephone calls and assisting clients/supplier's query

OPERATIONS ASSISTANT – Treasury Department

Investment Portfolio Management

China Banking Corporation

Binondo Business Center

May 16, 2007 to May 16, 2012

Duties and Responsibilities

- ❖ Process deposits and withdrawals
- ❖ Prepares daily and month end reports
- ❖ Document controller for important company transactions
- ❖ Safe keep customer documents
- ❖ Uploads and update customer information thru SAP
- ❖ AMLA Reporting

SALES SECRETARY – Sales Department

Philstar Marketing and Development Inc.

HGL Bldg. Biglang Awa St. Balintawak

July to December 2006

Duties and Responsibilities

- ❖ Timekeeper for all sales agents (Time in – Time Out)
- ❖ Prepares sales kit for sales agents
- ❖ Facilitates seminar room for agent's assembly
- ❖ Records daily sales transactions
- ❖ Prepares and safe keep deed of sale for each success deal
- ❖ Attend and prepares minutes of meetings and memorandum

Education

- 2002 – 2006 **Centro Escolar University**
Mendiola, Manila
Bachelor of Science in Business Administration
Major in Management
- 1998 – 2002 **Nueva Ecija University of Science and Technology**
San Isidro, Gapan City
Secondary Education
- 1993 – 1998 **Gapan North Central School**
San Vicente, Gapan City
Elementary Education

Personal Information

Age : 37 years old
Status : Single
Gender : Female
Weight : 62 kg
Height : 5'1
Citizenship: Filipino

Seminar and Workshop

- ❖ On the Job Training -Magsaysay Maritime Corporation
- ❖ Crew and Family Affairs Office - October 2005 – January 2006
- ❖ Bank Accounting for Non-Accountants - 28Flr. Equitable Tower, Makati City – October 27, 2007
- ❖ Product Knowledge - 28Flr. Equitable Tower, Makati City – April 25 & 26, 2007
- ❖ Anti-Money Laundering Act of 2001 - June 21, 2008
- ❖ Counterfeit Detection Seminar - September 13, 2008

Reference

Name: Diah Fitri Rimayanti
Position: Chief Working Capital for IDP
Company/Address: MAERSK LOGISTICS AND SERVICES PHILIPPINES INC – Indonesia
Contact No: +6281334783810

Name: Lenie De Jesus
Position: Tax Specialist
Company/Address: MAERSK LOGISTICS AND SERVICES PHILIPPINES INC – 9Flr One E-Com Mall of Asia
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