



LISA C. GANIR

i'm a virtual admin that specializes in Billing, AR roles, Collections and customer service.

EDUCATION

BACHELOR OF ARTS MAJOR
IN LEGAL MANAGEMENT

DIVINE WORD COLLEGE OF
LAOAG (UNDERGRADUATE)

SKILLS

- COLLECTIONS
- CUSTOMER SUPPORT
- BILLING
- AR ROLES
- EXECUTIVE ASSISTANT
- CREDIT BACKGROUND CHECK

CONTACT

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Ilocos Norte, Philippines 2914

EXPERIENCE

BILLING & AR ADMINISTRATOR

KEYSTONE WESTERN INC | January 2019-
Present

- Sets up new client and do credit check to determine their credit limit.
- Process invoice and billing.
- Do collections for outstanding invoices.

CUSTOMER SERVICE SPECIALIST

ALORICA TELESERVICES | February 2017-
2018

- Answers customer queries about their credit card bills.
- Process their payment over the phone.
- Assist in technical issues about the company website.
- Genral inquiry about their account

LIASON OFFICER

JB DATA SYSTEMS | October 2013- 2015

- Serves as company messenger.
- Process their necessary government requirements and contributions.