



JOHN PAUL ANTHONY C. ACOBA

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Lot 11 Block 13, San Fernando St. New Haven Village, Barangay Kaligayahan, Novaliches, Quezon City, 1124

EDUCATION

June 2012- Dec 2015 **TRINITY UNIVERSITY OF ASIA**
Bachelor of Science in Business Administration
Major in Marketing Management

June 2008 – March 2012 **ST. THERESA'S SCHOOL OF NOVALICHES**
Secondary Education

WORK EXPERIENCE

September 2022 – Present St Luke's Medical Center Health & Wellness Center Clinical Support Associate

Answer emails and calls regarding the Center's offered packages and booked them via call or email. Closely coordinates with the performing units for the scheduling of the procedures ahead of the ECU of the patients. Sends daily census report to the Department Head for close monitoring of the weekly patient census

March 2022 – September 2022 MEGAWORLD CORPORATION (under GLOBAL ONE INTEGRATED BUSINESS SERVICES, INC.) Senior Accounts Management Specialist

Maintaining the residential accounts under Pre-Selling in terms of their payments and others concerns and end to end process;
Reconciliation of Financial accounts of the clients.

April 2021 – March 2022 HSBC Electronic Data Processing Inc. – Mortgage Associate / Customer Service Representative

Answers calls from solicitors that have a query re the mortgage account of our mutual client. Give them accurate answers as much as possible to satisfy their need.

July 2017 – April 2021 MEGAWORLD CORPORATION (under GLOBAL ONE INTEGRATED BUSINESS SERVICES, INC.) – Positions Held:

(February 2019 – April 2021) Senior Account Management Specialist

Maintaining the corporate accounts in terms of their rentals, contracts, renewals, payments and others concerns and end to end process;
Reconciliation of Financial accounts of the tenants.

(July 2017 – January 2019) Inventory Control Coordinator

Auditing/Inventory of accounts such as ocular inspection by property, consolidating and validations of accounts (parking, offices and commercial accounts).

PREVIOUS JOB RESPONSIBILITIES

- As the main planner of the unit, we closely coordinate with the performing units to schedule in advance the procedures. Mentors associate who rotates in the Planning Team.
- Receiving patients and interviews them for proper processing.
- Directly reports to DM for reporting the everyday and weekly census of the patients.

CAREER OBJECTIVE

To work in a position that will further enhance my knowledge and skills as a professional.

SKILLS

- Knowledgeable about SAP/ERP system / Prism
- Systematic record keeping
- Auditing accounts
- Reviewing contracts
- Reconciliation of financial accounts
- Reviewing remittance from banks
- Checking billing statements
- Ocular inspections per projects
- Monitoring of incoming/present retail partners and property sales
- Checking of corporate documents for incoming retail partner and property sales
- Good inter-personal skills
- Customer-oriented
- Keen to details

CHARACTER REFERENCES

Raiza D. Gonzales
Senior Consultant
EY GDS (CS) Philippines, Inc.
0956-8044088

Nerimay Pamplona
Assistant Manager
HSBC Electronic Data Processing Inc.
0960-6921727

Camille F. Gomez
Team Leader
ABS-CBN Corporation
0916-7081902

