

SARA MAE P. VELANTE

Pasay City, Philippines
+ (639)63-454-4859
Saramaevelante080392@gmail.com

SUMMARY

Accomplished Credit & Collection Specialist with a high degree of professionalism and strong problem-solving abilities. Maintains accuracy in processing invoices and official receipts. Multi-tasker, detail-oriented, and knowledgeable in using Microsoft Excel Formulas.

EXPERIENCE

Travellers Insurance & Surety Corp. – Credit & Collection Specialist *(June 2022 – Current)*

Ermita Manila, Philippines

- Preparing Branches & Agents Statement of Account
- Recording Collection of Client
- Preparing Official and Acknowledgement Receipts
- Monitoring AR Ageing
- Monitoring Remittance and Production Report
- Monitoring of Post-Dated Checks

Philippine Primark Properties, Inc – Accounts Receivable Officer *(July 2021 – June 2022)*

Ermita, Manila, Philippines

- Preparing Tenant's Statement of Account
- Recording Collection of Lessee
- Preparing Official and Acknowledgement Receipts
- Recording CWT of tenants in the system
- Monitoring AR Ageing
- Monitoring Daily Collection in Market & Town Center
- Monitoring of Post-Dated Checks
- Reconcile Bank Transactions
- Monitoring Contract of Tenants
- Preparing Audit Revenue Schedule

Philippine Primark Properties, Inc – Accounts Receivable Assistant *(October 2016 – March 2020)*

Pasay City, Philippines

- Preparing Tenant's Statement of Account
- Recording Collection of Lessee
- Preparing Official and Acknowledgement Receipts
- Recording CWT of tenants in the system
- Monitoring Contract of Tenants

Greystone Asia Resources Inc. – Accounts Payable Specialist *(May 2016 – October 2016)*

Taguig City, Philippines

- Printing Accounts Payable Vouchers
- Collates documents attached in Vouchers

- Prepare Telegraphic Transfer for vendors
- Close all Advances of the employees
- Update to system all the transaction related to Accounts Payable

Inari Amertron Incorporated – GL Accountant
(October 2015 – May 2016)

Paranaque City, Philippines

- Custodian of Petty Cash Fund
- Monitor Bank Loans and Cash in Bank
- Record Monthly Expenses of the company
- Run Financial Statement
- Performs other jobs as directed by superior

Inari Amertron Incorporated – Accounts Payable in Charge
(December 2013 – October 2015)

Paranaque City, Philippines

- Printing Accounts Payable Vouchers
- Collates documents attached in Vouchers
- Prepare Telegraphic Transfer for vendors
- Prepare Debit and Credit Notes
- Update to system all the transaction related to Accounts Payable
- Monthly inventory for all finished goods (PQ & CK)
- Performs other jobs as directed by superior

EDUCATION

Camarines Norte State College- Main Campus
Daet Camarines Norte 4600
A/Y: 2009-2013
Bachelor of Science in Business Administration Major in Financial Management
(Local Government Unit - Mercedes Scholar)

ON-THE-JOB TRAINING:

BUREAU OF INTERNAL REVENUE - Daet Camarines Norte Branch (420 HOURS)

SKILLS

- Computer Literate
- Microsoft Word/Excel/PowerPoint
- With knowledge in Oracle, QuickBooks and MIMMS Systems
- Detailed-oriented & Multi-Tasker
- Can work with minimal supervision

REFERENCE

Marlyn Geronimo	Mary Grace Rebagoda
Amertron Incorporated	Travellers Insurance & Surety Corp
(+63) 995-5159-183	(+63)910-1588-309

I hereby certify to the correctness of the above- mentioned information is true and correct to the best of my knowledge and belief.

SARA MAE P. VELANTE
Applicant