Lara Amelia Marie BANAAG

AR Specialist

Knowledgeable about preparing invoices, processing payments and pursuing past-due balances. Well-versed in accurately coding different types of bills for clear recordkeeping and tracking. Team-oriented, dependable and performance-driven.

Contact

+63 966 144 6940

banaaglara1997@gmail.com

Balayan, Batangas, Philippines 4213

Skills

- Organized
- Communication
- Teamwork
- Meeting deadlines
- Critical thinking

Language

English
Tagalog

Others

Passport No: **P5513683B**
(valid until Sept 2030)
SSS No. : 04-3992935-4
HDMF No. : 1212-1393-6191
Tin No. : 344-195-897-000
Philhealth No. : 09-250106092-7

Education

Immaculate Conception College

Bachelor of Science in Accountancy
2013-2017

Sta. Teresa College

2009-2013

Experience

AR Specialist & Credit Analyst

Nutri Line Inc. — August 2023 - *present*

- Posting salesman and delivery remittances in the SYSPRO system
- Recording and posting of postdated checks.
- Checking and preparing salesman weekly remittances control sheet
- Preparing and submitting weekly and monthly cut off A/R Report.
- Monitoring, checking and filing of dispatching report.
- Checking and filing of credit memo of BO Products into salesman individual folders.
- Filing documents.
- Responsible in reversing and adjusting any discrepancies.

Senior Accounts Receivable

J.A.M.C Marketing Inc — Jan 2023 - July 2023

- Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
- Verifies validity of accounts discrepancies by obtaining and investigating information from sales, trade promotions, and customers;
- Submitted cash and check deposits and generated cash receipts to record money received.
- Post customers' payments by recording cash and checks transaction in aging.
- Reviewed accounts on monthly basis to assess aging and pursue collection of funds.
- Followed up overdue payments and payment plans from clients to establish good cash flow.
- Monitored accounts to verify compliance with payment terms and schedules.
- Generated monthly accounts receivable reports to submit developments for management review.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Handled day-to-day accounting processes to drive financial accuracy.
- Prepares recommendations for increasing or decreasing credit limits based on account holders payment history.
- Determines, based on established credit guidelines, credit limit to be approved.

Accounts Receivable Staff

Goodheart Marketing Inc — Feb 2018 - Dec 2022

- Post customers' payments by recording cash and checks transaction in aging
- Updates receivables by totaling unpaid invoices
- Verifies validity of accounts discrepancies by obtaining and investigating information from sales, trade promotions, and customers;
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfers to accounts receivable account; verifying totals; preparing report (Day Sales
- Outstanding & Delivery Accuracy Report)
- Preparing credit notes, and trade marketing credit notes
- Encoding and Posting 3M & KCPI transactions in Fox Pro