

Genelyn Cardinosa

Senior Billing Specialist

PERSONAL DETAILS

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✉ ghen_cardinosa@yahoo.com

📍 Bocaue, Bulacan

EDUCATION

**Bachelor of Science in Office
Administration Major in Office
Management**

April 2003-April 2007

Rizal Technological University

Mandaluyong City

SKILLS

- Can fluently converse in English and Filipino
- Knowledgeable in Accounting software such as Intuit Quickbooks, SAP, MYOB and Peachtree
- Well verse in using Office Applications
- Good problem-solver, analytical, dependable and work autonomously
- Has strong multi-tasking skills, hardworking, organized, know how to prioritize things, can easily adapt to varying work environments and always eager to learn new things

WORK EXPERIENCE

Biocostech Philippines Corporation | Mandaluyong City

Senior Billing Specialist

January 2022 to present

- Worked with multiple departments to check proper billing information
- Responsible for encoding new accounts in the system. Ensuring, checking and validating all requirements such as Customer Information Data Sheet, BIR 2303/Certification of Registration, DTI Registration, SEC Registration, Business permit, and approved Promo Synopsis Validation Form (PSF) with terms of payment, credit limit and support to accounts
- Updating customers records (Address, TIN Number, contact information etc.)
- Verify the accuracy of billing data and resolve any discrepancies
- Ensure adherence to billing policies and procedures
- Verify the completeness and accuracy of supporting documentation for invoice
- Collaborate with sales teams to address customer concerns related to invoices
- Generate and analyze billing reports to identify trends and discrepancies
- Provide regular reports to management on sales, backorders and other related issues concerning billing
- Ensure billing practices comply with legal and regulatory standards
- Monitor and directly supervise the Accounting Assistant/s specifically for invoicing and preparation of delivery receipts

Accounting Assistant- Billing

November 2016 to December 2021

- Directly reporting to Accounting Manager
- Preparations of accurate Sales Invoice and Delivery Receipt that will be used by the Logistic Department as a document for delivery
- Checking of existing AR in the system before proceeding in the creation of sales Submission of all accounts with existing accounts receivable for approval
- Checking of purchase orders for discrepancies in price, quantity items, delivery date and cancellation date, if sku/s are already enlisted to the accounts. Checking the data input to ensure the accuracy of the final invoice/billing
- Preparation of daily inventory adjustments
- Prepares summary report for monthly vat sales
- Participating in monthly inventory
- Monitors stocks on hand of every Medical Sales Representative
- Prepares monthly sales invoice for consignment accounts (Sales Liquidation)
- Monitors invoice series

Le Price International Corporate | Mandaluyong City

Accounting Assistant - Accounts Receivable

April 2016 to October 2016

- Directly reporting to Finance Manager
- Handles problematic AR accounts
- Daily follows up collection through phone and email
- Daily review of customers outstanding balances in the system
- Prepares daily AR Aging report with detailed collection information
- Prepares and send Statement of Accounts yo customers every 10th and 25th of the month
- Files accounting documents such as deposit slip, official receipts, withholding tax certificates (2307), billing statements etc.
- Monitors past due accounts and ensure collection is within the limits
- Responsible for preparing reports relative to collection such as AR Aging of Receivables and projection of collection
- Received payments, post and reconciles amount paid by customers
- Monitors customer account details for non-payments, dela payments and other irregularities
- Initial follow up of invoices before due date to ensure customers has received the invoice and yo avoid delay in processing of payment

Glenwood Technologies International, Inc. | San Juan City

Sales Admin Assistant

July 2014 to October 2015

- Provides administrative and clerical support such as routing of sales documents like purchase orders, request for delivery, stock withdrawals and request for pull out
- Ensures that incoming telephone calls are answered in a timely and professional manner. Takes and relays important messages to the right person
- Record keeping responsibilities. Ensures confidentiality and security of all information
- Assists in preparing documents for government biddings
- Prepares requests for office supplies and ensures correct quantities are maintained
- Prepares training certificates
- Update and monitors stock allocation

Philippine Superfeeds Corporation | Mandaluyong City

Credit and Collection Staff

June 2012 to October 2013

- Follows up collection through phone and email
- Checks and verify deductions made by customers
- Monitors payment statusof each customers regularly
- Follows up customers regarding overdue accounts and determine reasons for non-payment
- Monitors and follows up short payment.t Prepares summary report of short payment
- Prepares statement of account (SOA) or demand letters to customers with regards to past due accounts
- Prepares ssles confirmation and firm offer of customers as per advise
- Prepares price list for Premium, Feedmix and Far East
- Follows up 2307 to customers

- Prepares cheque and vouchers
- Encodes Warehouse Transfer Receipt collection
- Posts and monitors series of Warehouse Transfer Receipt collection
- Records purchase orders bookings or sales order slip
- Posts and logs deductions per billing truckers and bulk payment
- Monitors original copy of Authority to Withdraw
- Checks transportation replenishment
- Issues weight list mostly pollard and sack purchases
- Prepares report for pending original receipt and forward it to Navotas Office
- Request and order stocks for original receipt, delivery receipt, sales invoice and other receipts

Cosmopack Inc. | Mandaluyong City

Delivery Receipt and Sales Invoice Processor

September 2007 to February 2012

- Directly reporting to Finance Manager
- Prepares timely and accurate Delivery Receipt and Sales Invoice
- Prepares monthly countering of Sales Invoice
- Handles pink and original copy of PI/CI and RFG. Assign PR numbering on each copy
- Monitors and update kilograms output of the day
- Prepares monthly kilograms of each machine section for Accounting reference
- Prepares delivery schedule for Sales Department
- Updates report on summary of kilos per month
- Responsible for dispatching deliveries. Ensures that pick-ups and deliveries are properly handled
- Performs secretarial or clerical duties including typing and encoding various production reports
- Renders administrative works such as updating customer profiles, filing and photocopying of related reports and documents