

APRIL ROSE DUBLIN MONTERDE

Tapilon, Daanbantayan, Cebu 6013

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Career Objective

To be able to have a job that would enable me to use my talent and skills as well as to contribute in organizations goals and which would provide opportunities for my career advancement and personal growth regarding my chosen career.

Professional Work History

Senior Financial Planning Assistant

Virtual Business Partners (VBP) , Cebu, Philippines

November 2019 - Present

- The implementation of all financial advice including: setting up new investment/superannuation accounts, withdrawal/transfer of funds, investment switches, lodgement of insurance applications, Centrelink applications
- Assisting in the preparation of any reports/application forms required before client meetings
- Liaising with financial institutions (i.e. banks, fund managers or insurance providers etc.)
- Prepare other documentation/ad hoc tasks as required
- Address client phone calls and e-mails
- Communicating effectively with planners at all times, including regular updates on issues, outstanding items etc
- Data entry and file management within Xplan CRM
- Organizing and managing data collection for onboarding clients
- Maintaining client confidentiality at all times and be aware of the privacy laws which govern organizations in Australia.

Accounting Assistant

Center Fresh Trading LLC, Dubai UAE

July 2018 - June 2019

- Generate daily invoice to deliver and submit to clients for posting
- Prepare weekly Accounts Receivable report.
- Create monthly SOA to maintain customer's payment cycle.
- Generate proforma invoice as per requirements for clients payment initiation.
- Monthly follow up of payment to clients.
- Perform collections activities.
- Perform bank reconciliations and balance funds on a weekly & Monthly basis.
- Arranged to deposit all cheques received to the bank.

Administrative Assistant

Center Fresh Trading LLC, Dubai UAE

February 2018 - June 2018

- Performs immediate response on inquiries from e-mails and telephone calls.
- Sending price quotations promptly and appropriately.
- Performs other clerical/administrative assigned tasks as needed

System Administrator

Fast Distribution Corporation, Philippines

October 2015 - August 2017

- Acts as Systems Administrator(Functional Support)
- Responsible in security setup in the Accounting System
- System Updates such as Price Changes, MCP Updates, creation of new SKUs and etc.
- Process Monthly Purging of all Branch Syspro systems.
- Accommodates branch personnel Inquiries, identifies problem source and extend solutions to resolve system issues.
- Do the system audit in Head Office and in all sites
- Check the accuracy of the entries entered into the system
- Check the entries for errors and possible cases of fraud.

Treasury Staff

Fast Distribution Corporation, Philippines

October 2013 - September 2015

- Manage the funds and loan portfolio of the company.
- Prepares financial report, loan summary.
- Prepares interest payment and principal loan amount payment.
- Prepares Promissory Note (PN) forms for approval by signatories for loan purposes.
- Prepares checks and fund transfer forms for approval by authorized signatories
- Prepares payment of purchases from Nestle and payment made through online with the verification and approval of the authorized signatories.
- Prepares journal entries in SAP to record transactions related to principal & interest payments and transfer of funds.
- Prepares month end schedule of interest expense and doc-stamps expense.
- Summarizes bank transaction and bank reconciliation for the day.
- Prepares cash position report of the assigned branches on daily basis.
- Complete internal transfer transactions.
- Maintain good relationship with bank partners.
- Ensures that there are no forfeiture of financial discounts, overdrafts and bounced checks are reported on time
- Ensures that all bank transactions are recorded in SAP

Sales Representative/Telemarketer (OJT)

Philippine Long Distance Telephone Company

October 2012 - April 2013

- Present and sell company products and services to current and potential clients.

- Identify sales prospects and contact these and other accounts as assigned.
- Identify and resolve client concern.

Academic Background

Bachelor of Science in Business Administration Major in Marketing Management

University of Cebu

Banilad - Cebu City, Philippines

April 2013

Career Qualifications

- Computer literate (Word, Excel, Power Point)
- Knowledgeable in ERP systems
- Strong ability to foster teamwork and manage conflict resolution.
- Has excellent interpersonal and communication skills
- Proven ability to handle pressure and work well under stressful situations
- Has sense of responsibility and can perform multitasking job

Personal Informations

Age : 30

Birthdate : April 27, 1993

Gender : Female

Civil Status : Married

Nationality : Filipino

Religion : Roman Catholic

Other Informations

- Academic Scholar in University of Cebu
- Deans Lister (Yr.2013)
- Consistent Top Student (Yr. 2009-2013)
- Salutatorian Graduate (Secondary Education)

References

Ms. Faye Elsa S. Avanzado

Finance Manager

Fast Distribution Corporation 343-7888 loc. 160/132

Ms. Grace Mae B. Cuesta

Treasury Supervisor

Fast Distribution Corporation 343-7888 loc. 160/159

Mr. Ashif Rahman

Finance Manager

Center Fresh Trading LLC

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