

Ian Ryan U. Mariano

Accounts Receivable Accountant

Contact

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Personal Info

Birthday : May 05, 1989

Address : # 10 Explorer St. Moonwalk
Vill. Talon V Las Piñas City

Civil Status : Married

Education

BUSINESS ADMINISTRATION MAJOR IN
BANKING AND FINANCE

DR. FILEMON C. AGUILAR MEMORIAL
COLLEGE
APRIL 2009

Skills

- Effective Time Management
- Highly experienced with account reconciliation
- Strong communication skills
- Superior attention to detail
- Analytical reasoning
- Expertise in invoice and payment transaction
- Contribute support and expertise in accounts receivable (A/R), collections and customer management.

Summary

Analytical finance professional with background in forecasting and bank reconciliation. Collaborates and communicates with other departments on achieving common business goals. High energy and thrives in dynamic environment with calm approach and can-do attitude.

Experience

March 2022 – Present

Finance Shared Service Center AR Accountant • Microchip Technology Inc.

- Responsible for prompt collection of invoices and account management.
- Reconcile and apply payments to customer accounts and resolve discrepancies.
- Responsible for executing credit card transactions such as payments, credits, and refunds.
- Monitors Credit limit and conducts financial review analysis for customers requesting a higher Credit line.
- Review open and active accounts for collection efforts. Monitor potential collection problems to resolve any account discrepancies.

September 2016 – March 2022

Finance Accounts Receivable (AR) Analyst • Green Cross Inc

- Ensures timely collections of accounts receivable (A/R) through proper coordination with FAR Billing, Sales, Collectors, Customers, and other related Departments.
- Review accounting and financial records to provide customers with accurate billing information.
- Follow up with customers regarding overdue receivables.
- Timely reconciliation of customer's deduction related to TPWPs with involvement of Sales and preparation of accurate Transaction Entry Upload Template.
- Maintain accounts receivable files and records for compliance reporting and audits.

October 2011 – September 2016

Accounting Staff (Billing and Collection) • Proexcel Property Managers Inc.

- Maintain up-to-date billing system by generating and sending out statements of account. Follow up collection and allocation of payments. Carrying out billing, collection, and reporting activities according to specific deadlines.

January 2011 – October 2011

Sales Associate – Forever 21 Agape & Glory

October 2007– January 2011

Service Crew – McDonald's Philippines