

ANGIELICA VILLANUEVA LIDAY



CAREER OBJECTIVES

To be part of a highly competitive institution in which my knowledge, skills as well as my professional, personal growth, and way of living, can be enhanced and to unleash other talents that will serve as an edge and to be a more competitive individual.

 Sharjah, United Arab Emirates

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 Passport Number
P6107950B

DUTIES AND RESPONSIBILITIES

SALES AND COLLECTION (Accounts Receivable)

- Monitor accounts on a daily basis and Identify outstanding account receivables
- Investigate historical data for debts and bills
- Process payments and refunds, resolve billing and customer credit issues
- Update account status records, Prepare and present reports on collection activities and progress.
- Monitors Sales and Collection Summary and Update claims for uncollected Sales
- Prepare letters for uncollected and floating sales from customers
- Segregation of Deductions (Gondola, DM and other deductions)
- Issuing Sales Invoice and Collection Receipts
- Prepare and summarized Expandable Withholdings Tax (EWT) and input Alpha Data Relief System

INVENTORY

- Conducts Physical Inventory

PAYROLL

- Checking of timesheet/timecard, Computing commission for the staff
- Bank Reconciliation of Case Logic Boutique and Scent Chips Kiosk Sales

FIELD WORK

- Conduct Countering and Collection for SM and Non SM Branches

EXPERIENCE

PRIMELINE PRODUCTS PHILIPPINES, INC.

2014- 2021

Accounting Staff (Accounts Receivable)

#40 San Buenaventura St. Brgy. Bagong Ilog Pasig City, Metro Manila, Philippines

EDUCATIONAL ATTAINMENT

COLLEGE

2006-2013

BS **Accountancy**, Saint John Colleges
Calamba, Laguna City, Philippines

SECONDARY

2002-2006

Porfiro G. Comia Memorial National High School
Barcenaga Naujan, Oriental Mindoro, Philippines.

PRIMARY

1996-2002

Barcenaga Elementary School
Barcenaga Naujan, Oriental Mindoro, Philippines

ONLINE JOB TRAINING

Social Security System, Parian, Calamba Laguna Philippines

2013

OTHER QUALIFICATIONS:

Highly motivated, value-driven professional, flexible, fast-learner, honest, Loyal and can be trusted.

Proficient in MS Office Application, Excel, Word, Outlook

Can work very well under pressure with minimal supervision

Can accomplish assigned tasks responsibly and efficiently

ACHIEVEMENT:

Philippines Civil Service Examination-PPT (Professional) Passer
August 4, 2019 Examination