

JULIE ANN L. CANJA



CONTACT

Personal Data:

Age: 29 years old

Gender: Female

Birth Date: April 28, 1994

Height: 5'0

Weight: 65 kg

Marital Status : Single

Address:

#173 Sunkist St. Sampaloc Site II
BF Homes Parañaque City

Phone:

09479885470

Email:

canjajulieann@gmail.com

LANGUAGES

Filipino – English

CHARACTER REFERENCES

ANDY ANCIO EMBOY

Purchaser / Canvasser

TIMBERPRO INC.

0956-178-0033

MARIBEL CALICDAN

CEO

MBSC Construction

0917-505-3921

PERSONAL PROFILE

I want to be part of the success in environment of growth and excellence and I am seeking a challenging environment where I can sever your organization and establish and enjoyable career for myself.

WORK EXPERIENCE

03/2022 – up to present

Centron Energy Savings Technology Corporation, **Sucat Parañaque**

Accounting Staff – Credit and Collection

Responsibilities:

- Monitoring Account Receivables
- Closely monitor and collect receivables to avoid spillover of current into past due accounts. Send out collection notices to customers with past invoices.
- Respond to upfront customer queries and concerns; take the record and initiate speedy resolution issues
- Receive, scan, file, and manage all documents in the accounting group
- Conduct regular phone call outs and customer's visitation; establish a relationship with customer accounting/ accounts payables team
- Plan and schedule routes of field agents on collection day; provide them with the complete documents required for the collection
- Reconcile the problem with the company records both invoices and payments; identify reconciling items; coordinate with the customer to provide any missing documents that may need to be sent
- Ensure that all accounting records and documents especially those classified as highly confidential and with direct or indirect monetary equivalent are properly stored and filed at the end of each business day

01/2020 – 01/2022

Seven717 Construction Services , **Buli, Muntinlupa City**

Admin Assistant

Responsibilities:

- Responsible for processing all the mandatory remittances of all employees
- Encoding of receipts
- Out sourcing of hardware materials and equipments.
- Person in Charge on site when the engineers are not available.
- Do encashment and deposits of payments for client.
- Do the payroll for construction workers.
- Perform other tasks as may be assigned from time to time.

03/2016 – 09/2017

Savent Corporation **San Isidro, Parañaque City**
Manpower Services Department Staff

Responsibilities:

- Order of office supplies and other specific needs as required by the office.
- Submit reimbursement and liquidation.
- Facilitate payments for the utility bills which one is due.
- Prepare payroll for construction workers.
- Maintain the payroll records of employees and update as needed.
- Responsible to handles payroll issues related and ensuring it's appropriately resolved in a timely manner.
- Encoding and filing 201 file documents.
- Process all the government benefits of the employees
- Sending of Payroll from office to site.
- Preparing the inventory of uniforms and PPE Equipments.
- Sourcing of PPE Materials for workers.

EDUCATION

2021 – up to present

College:

Bachelor of Science in Office Administration, **Polytechnic University of the Philippines – Open University System**
(Sta. Mesa Manila)

2006 – 2010

High School:

Parañaque National High School, **San Isidro, Parañaque City**

Julie Ann L. Canja
Applicant Signature