



Labayo Kevin G.

Profile

As an experienced UI/UX designer, I specialize in building user-friendly digital experiences. Though I'm new to graphic design and frontend development, I'm excited to learn and improve in these fields, merging creativity with utility to offer successful solutions.



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Banga 1st, Plaridel, Bulacan

Education

BSIS Bachelor of Science
Information System

Skills

Graphic Designer

UI/UX Designer

Frontend Developer

Animator

Program Languages

Basic Java

PHP

HTML / CSS

JavaScript



Work Experience

Walter Mart

Accounts Payables Assistant

2024 -
Present

- Analyzing journal entries and general ledger accounts.
- Manage petty cash replenishment, reimbursements, and cash advances of employees.
- Process of invoices and daily transactions and expenses.
- Prepare and release checks to internal and external clients and ensure swift payment of invoices.
- Preparing financial reports such as AP aging, Finance

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Arnold Cabiltes Holdings

Accounts Receivables Assistant

2022
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2024

- Preparing Statement of Accounts / Billing Statements and monitor collections.
- Doing follow - ups to the clients who have overdues.
- Address payment issues and other discrepancies such as overpayments, and short payments.
- Provide prompt response to inquiries and issues of clients and suggest possible resolutions.
- Performs other assignments as delegated by immediate supervisor / head.
- Provide Acknowledgement Receipts and Official Receipts to the clients payments.



References

Available upon request.

KEVIN LABAYO

Applicant