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MA. PAZ CONSIGNADO

Accounting / Office & Administrative / Finance /
Billing & Collection / PO Fulfillment / Secretary / Receptionist

PROFILE

A self-motivated professional with years of experience in successfully providing billing and accounting support to operational departments. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. Skilled in building positive relationships with clients and colleagues at all organizational levels.

Age	24 years old	Marital Status	Single
Birth Date	13 August, 1994	Citizenship	Filipino
Birth Place	Rizal, Philippines	Languages	English / Tagalog
Gender	Female	Visa Status	Tourist Visa

PROFESSIONAL EXPERIENCE

APR 2018 – MAR 2019

PO FULFILLMENT TEAM LEADER – Huawei Technologies Philippines Inc.

- Set SLA according to procedure approve by supervisor.
- Supervise the work load and the task of each member.
- Create reports for submission to supervisor.
- Send email to project teams regarding the pending task aligned in the process handling.
- Create payment deduction.
- Coordinate with project team and subcon for disputes and issues.
- Coordinate with Accounts Payable team for the deduction made.

JUN 2016 – APR 2018

BILLING & REVENUE SPECIALIST – Huawei Technologies Philippines Inc.

- Communicate and support the desired outcome of the managers
- Create and update the Billing Trigger Plan.
- Check the completeness of source documents.
- Trigger billing and revenue in ERP-PC system.
- Provide reports to project managers and supervisor.
- Send invoices to customers.
- Answer client requests and disputes.
- Ensures accurate and timely completion of process to meet or exceed set SLAs/TAT.
- Analyze the situation and provide options for solution.

OCT 2015 – JUN 2016

FINANCE & ACCOUNTING OPS PROCESSING ASSOCIATE – Dell International Services Philippines Inc.

- Handle big client’s invoices.
- Process cash application.
- Handle customer’s disputes.
- Involved in fact finding, information search & gathering.
- Identifies and resolve routing and recurring problems.
- Add, delete, modify the data in system, based on client source files moderately complex to complex business rules.

FEB 2014 – SEP 2015

**FINANCE & ACCOUNTING OPS PROCESSING SR.
REPRESENTATIVE** – Dell International Services Philippines Inc.

- Create billing invoices.
- Check for completeness and appropriateness of source data
- Analyzes and finds solution for individual clients / transactions.
- Works on preparation of SOP/s process transitions.
- Completes keying of information under non-standard forms of keying rules.

TECHNICAL SKILLS AND AREAS OF EXPERTISE AND SPECIALIZATIONS

- Microsoft Dynamics (Great Plains)
- Good communication skills
- ERP-PC System
- Computer Literate (Microsoft Office applications)

EDUCATIONAL BACKGROUND

DEC 2013

Bachelor of Science in Accountancy
ICCT Colleges
Cainta Rizal, Philippines

CERTIFICATION

- Certificate of Eligibility – Professional Level
Civil Service Commission
October 2014

REFERENCES

Gayzel Aquino
Accounting & Office Administrator
MOL Chemical Tankers Middle East DMCC
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