# Gerlie T. Guerrero

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**Summary**

Finance professional with extensive experience in credit control, bookkeeping, and accounting. Skilled in managing financial transactions, reporting, and reconciliations. Currently enhancing customer service skills at Jollibee in Calgary.

## Work Experience

**Credit Controller Oct 2020 - Apr 2024**

**Grand Stores L.L.C | Dubai**

* Managed payment collections, ensuring timely settlements and accurate credit evaluations.
* Prepared and analyzed monthly reports on receivables, customer provisions, and reconciliations.
* Investigated and approved credit applications per company policy.
* Assisted in preparing monthly financial statements and end-of-month duties.

**Bookkeeper Oct 2016 - Sep 2020**

**Grand Stores L.L.C | Dubai**

* Recorded financial transactions and maintained accurate ledgers.
* Conducted bank reconciliations to ensure accurate account balances.
* Managed accounts payable and receivable.
* Prepared financial reports and statements.
* Monitored and processed payroll.

**Accounts Receivable Accountant Jul 2013 - Sep 2016**

**Grand Stores L.L.C | Dubai**

* Processed accounts, including collections, billing, and payment posting.
* Reconciled customer accounts daily, weekly, and monthly.
* Investigated and resolved payment discrepancies.
* Conducted month-end accounts receivable procedures and handled audit requests.
* Generated and reviewed monthly receivables reports with the CFO.

**Accounts Payable Accountant Jan 2009 - Jun 2012**

**Grand Stores L.L.C | Dubai**

* Entered vendor payables and processed invoices.
* Managed payments via checks and bank transfers.
* Handled employee expenses and project disbursements.
* Communicated with suppliers on invoice discrepancies and payment inquiries.
* Generated aging payables reports.

**Bookkeeper Jun 2007 - Dec 2008**

**Maxcare International Trading Company | [Dubai**

* Assisted with daily financial operations, including data computation and validation.
* Calculated fixed assets and depreciation.
* Managed accounts payable and receivable, including invoices and payments.
* Prepared monthly financial reports.
* Posted journal entries.

## Core Skills

Analytical skills, strong communication, problem-solving and negotiation abilities, teamwork, financial analysis and reporting, proficiency with accounting software (Sage MAS 500, QuickBooks, Peach Tree, ACCPAC, Focus, Oracle), and Microsoft Office (Word, Excel, PowerPoint).

**Education**

**Arellano University** Awarded

Bachelor of Science in Accountancy

**Southern Alberta Institute of Technology** Expected to finish in December 2025

Business Administration Major in Accounting