

Geneva Donna Dimero

Accounts Payable Specialist

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I am an experienced professional with strong P2P background for almost 6 years. Work experience includes Invoice processing, charging of invoice expense cost centers, AP helpdesk, dispute resolution.

All previous experiences deal with international payable processes and clients in a BPO setting.

#readytowork

Willing to relocate: Anywhere

Work Experience

ACCOUNTS PAYABLE/BILLING SPECIALIST

Global Virtuoso Inc - Pasig

May 2017 to Present

1. Process invoices received through internal client sites.
2. Manages disputes and aging invoices.
3. Ensures KPIs and SLA metrics are met, Vendor service through email and phone support.

FINANCE AND ADMIN ANALYST (AP ANALYST)

IBM - Naga

August 2014 to December 2016

1. Process invoice and input GL codes/cost centers.
2. Push the invoice for payment.
3. Resolves disputes
4. Check vendor master
5. General AP helpdesk (phone support)

Education

Master's in in Business Administrations

UNIVERSITY OF NUEVA CACERES

June 2015 to Present

Bachelor's in Computer Management and Accounting

Ateneo de Naga University - Naga

June 2010 to March 2014