

CHEZLA MARIE T. FAUSTINO

CONTACT

Pura Tarlac, PH

OBJECTIVE

To seek position utilizing my skills and experiences to achieve my employer's key objective, necessary for accounting profession. Possesses strong communication skills and the ability to work effectively in fast paced environments.

KEY SKILLS AND CHARACTERISTICS

- Strong interpersonal & communication skills
- MS Office Suite
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership
- Meticulous attention to detail
- Excellent Organizational skills
- Poised under pressure

LANGUAGE

- English

SOFTWARE PROFICIENCY

- Accounting software
- SAP
- QuickBooks

EXPERIENCE

HYUNDAI PAMPANGA INC. (Tarlac Branch)

CREDIT AND COLLECTION / BANK COORDINATOR

MAY 2023 – NOVEMBER 2024

- Collaborated with sales team to assess credit risk for potential customer while maintain company growth goals
- Optimized cash flow management by closely monitoring receivables aging reports and taking prompt action where needed. Making checks and check voucher
- Help customer complete purchase, locate items and join reward programs. Counted money in cash drawer at beginning and end of shift to maintain accuracy
- Handled multiple payments method securely, minimize discrepancies and potential losses Communicating with banks the approval of car loan.

ACCOUNTS PAYABLE/ DISBURSEMENT

NOVEMBER 2024 – PRESENT

- Assist with cash flow, forecasting and monitor daily transaction.
- Process payments, and other transaction similar to this
- Documents cash transactions and reconcile bank deposits and payments
- Code invoices to the general ledger and appropriate cost centers.
- Ensuring compliance with company policies, tax regulation and assisting with month – end closing.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING INFORMATION SYSTEM (BSAIS)

Junior Philippines Institute of Accountants

TARLAC STATE UNIVERSITY

SAN VICENTE TARLAC CITY TARLAC

2018 -2023