HAYDEE OCAREZ CANDELA

Tarlac City, Philippines

WORK EXPERIENCE

March 11, 2023 - Current

Financial AR
RCS EASTERN INTERTRADE CORP.

Manage the accounts receivable process, including invoicing, payment processing, and collection activities.
Monitor customer accounts for overdue payments, follow up on outstanding invoices, and implement appropriate collection strategies to ensure timely payment.
Investigate and resolve payment discrepancies and billing disputes in collaboration with the sales and customer service teams.
Maintain accurate records of all customer interactions, payment transactions, and collection efforts.
Conduct regular credit assessments of new and existing customers to determine creditworthiness and establish appropriate credit limits.
Collaborate with internal teams to address customer inquiries and provide necessary documentation or support to resolve billing-related issues.
Prepare periodic reports on accounts receivable status, aging analysis, and cash flow projections.
Reconcile accounts receivable transactions and resolve any discrepancies with general ledger entries.
Assist with month-end and year-end closing activities related to accounts receivable.

EDUCATION

August 2018-July 2022

Bachelor of Science in Business Administration Major in Financial Management

SKILLS

Experience of working with customers
Strong understanding of Finance systems and processes (basic accounting principles, fair credit practices, etc.)
Excellent verbal and written English communication skills
Can work with minimal supervision in an entrepreneurial environment
Problem-solving