



RIO

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

ACCOUNTS RECEIVABLE COORDINATOR

Vertiv Manila | December 2023 – Present (2 Years)

- Manages and reconciles accounts receivable for 217 U.S. client accounts by tracking invoices, resolving billing discrepancies, reducing past-due balances, coordinating with AP and Sales teams, and communicating daily with customers using HighRadius, Billtrust, Excel, and Outlook to ensure timely payments

TELESALES REPRESENTATIVE

Callcentrix BPO – Calbayog Branch | March 2021 – June 2021 (4 Months)

- Handled high-volume inbound calls from U.S.-based senior customers, explained medical insurance and related products, and consistently met or exceeded daily sales targets through clear communication and effective persuasion

SKILLS/AREAS OF EXPERTISE

- Bank Reconciliation
- Invoicing & Billing
- Payroll Processing
- Financial Forecasting
- Bookkeeping
- Accounts Receivable (AR)
- Accounts Payable (AP)
- Account Balancing

TECHNOLOGY

- ETL
- Oracle PL/SQL
- Oracle EBS
- Oracle Retail
- Oracle ERP
- Microsoft Access
- QuickBooks
- SAP
- Xero
- Microsoft Dynamics 365
- NetSuite

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