



KEVIN

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WORK EXPERIENCE

SALES AND SERVICES ASSISTANT

UnionBank of the Philippines | May 2022 – October 2024 (2 Years, 6 Months)

- Processed customer banking transactions including deposits, withdrawals, check encashment, bills payment, and account servicing while ensuring cash balancing accuracy, proper documentation, and strict compliance with bank policies.

ACCOUNTING ASSISTANT

Philippine Women's College of Davao, Inc. | March 2020 – May 2022 (2 Years, 3 Months)

- Supported accounting operations by handling account and bank reconciliations, preparing financial statements and business activity reports, processing AR/AP, generating invoices and receipts, and accurately recording financial transactions.

INVOICE VERIFIER

Lyanthe Financial Services | September 2020 – December 2021 (1 Year, 4 Months)

- Verified invoices, performed data entry and account posting, and prepared documentation and reports to ensure accuracy and completeness of financial records.

BILLING AND COLLECTION SPECIALIST

DSG Sons Group, Inc. | April 2019 – March 2020 (1 Year)

- Managed invoicing, collections, payment processing, refunds, account and bank reconciliations, reporting, and resolution of customer credit issues to support healthy cash flow.

ADMINISTRATIVE STAFF

Commission on Higher Education RO XI | September 2017 – December 2018 (1 Year, 4 Months)

- Provided administrative and clerical support including procurement processing, cashiering, disbursement and check processing, customer service, record-keeping, and liaison activities.

SKILLS/AREAS OF EXPERTISE

- Bank Reconciliation
- Account Reconciliation
- Invoicing & Billing
- Payroll Processing
- Financial Forecasting
- Bookkeeping
- Accounts Receivable (AR)
- Accounts Payable (AP)
- Cash Balancing
- Recording Financial Transactions
- Financial Statement Preparation
- Collection & Payment Processing
- Refund Processing
- Invoice Verification
- Documentation & Reporting

TECHNOLOGY

- Oracle NetSuite
- QuickBooks
- Oracle
- Finacle
- Microsoft Office
- Microsoft 365
- Google Workspace / GSuite
- OpenOffice
- Adobe Reader

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