



KEVIN
 **VIDEO INTERVIEW**

WORK EXPERIENCE

SALES AND SERVICES ASSISTANT

UnionBank of the Philippines | May 2022 – October 2024 (2 Years, 5 Months)

- Processed deposits, withdrawals, bills payment, and checks; balanced cash; recorded transactions; and provided front-line customer service.

ACCOUNTING ASSISTANT

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

- Handled account reconciliation, financial reporting, invoice preparation, receivables/payables, and general ledger entries.

BILLING AND COLLECTION SPECIALIST

DSG Sons Group, Inc. | April 2019 – March 2020 (11 Months)

- Managed invoicing, collections, account reconciliation, credit issues, and processed payments and refunds.

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SKILLS/AREAS OF EXPERTISE

- Sales
- Accounting
- Billing and Collection
- Administration
- Bookkeeping

TECHNOLOGY

- Excel Sheets
- Google Workspace
- Microsoft Office
- Moracle
- Quickbooks

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