



PRINCESS MARA BIAG



0505960621



502 Dubai Curtains Building
Electra St. Abu Dhabi



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CAREER OBJECTIVE

To pursue a highly challenging and creative career, where I can apply my existing knowledge and creativity, acquire new skills and contribute effectively to the company.

RELEVANT SKILLS

- Familiarity with financial software
- Knowledgeable in Clerical and Administrative work
- Computer literate
- Hard working and flexible
- Has the capacity to perform work efficiently and effectively
- Multitasking Abilities
- Self-Motivated
- Critical Thinking
- Good in communication skills
- Loyal and dedicated to my work

WORK EXPERIENCE



BILLING/OFFICE STAFF

UNITED COCONUT PLANTERS BANK

AMD ANALYST (ASSET MANAGEMENT AND DISPOSAL)

7907 Makati Avenue Makati City

December 2019 – February 2021

Duties and Responsibilities

- Researched and resolved billing discrepancies to enable accurate billing.
- Identified, researched, and resolved billing variances to maintain system accuracy and currency.
- Worked with multiple departments to check proper billing information.
- Processed and verified invoices to secure accuracy of billing information.
- Developed and maintained billing procedures to make timely payments.
- Assisted with billing inquiries and provided timely responses to enhance customer satisfaction.
- Completed clerical tasks such as filing, copying, and distributing mail.
- Executed billing tasks and recorded information in company databases.
- Collaborated with various departments to complete assigned tasks.



BILLING/OFFICE STAFF

OCAMPO'S FINE JEWELRY INCORPORATION

1403 Robinsons Equitable Tower, Adb Avenue
Corner Poveda St., Pasig City

April 2018- September 2019

Duties and Responsibilities

- Managed daily data entry and kept clerical information accurate and up-to-date.
- Applied proper codes to invoices, files, and receipts to keep records organized and easily searchable.
- Processed payments and documents such as invoices, employee reimbursements.
- Processed credit card payments and reconciled credit card statements for accuracy in accounting process.
- Verified items billed against items ordered and reconciled differences through follow-up with vendor.
- Matched purchase orders with invoices and recorded necessary information.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.

PERSONAL INFORMATION

Name: Princess Mara A. Biag

Date of Birth: September 04, 1996

Marital Status: Single

Visa Status: Visit Visa (21/04/2023)

Nationality: Filipino

Language: English,Tagalog

EDUCATION HISTORY



TERTIARY

**Bachelor of Science in Business Administration
Major in Marketing Management**

Institution: The University of Manila

546 MV Delos Santos St., Sampaloc Manila

Year of Graduation: 2018



SECONDARY

San Juan National High School

Dr.P.A Narciso St., Brgy Corazon De Jesus San Juan City

Year of Graduation: 2014



ELEMENTARY

Kabayanan Elementary School

201 I. Francisco St., Brgy.Kabayanan, San Juan City

Year of Graduation: 2009

SEMINARS ATTENDED



STRESS MANAGEMENT

(Executive Business Conference in Global Industry)

The University of Manila, Sampaloc, Manila Philippines

September 19, 2017



THE NEW CONCEPTUAL FRAMEWORK OF FINANCIAL ACCOUNTING: Responding Towards Global Needs

The University of Manila, Sampaloc, Manila Philippines

June 7,2016

PRINCESS MARA A. BIAG

APPLICANT

