

CHOZEN ANN G. BONGA



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PROFILE

Detail-oriented billing and collection assistant with 2 years of experience proficient in managing invoicing, payment processing and performing day to day financial transactions. . Knowledgeable about preparing statement of accounts, issuing sales invoice/collection receipt, and tracking client's payment. Excited to contribute in a challenging environment where I can provide my full potential as a finance practitioner and be a part of the success of the company's growth.

EDUCATION

BSBA MAJOR IN FINANCIAL MANAGEMENT **2018 - 2022**
Technological Institute of the Philippines- MNL

ACCOUNTANCY, BUSINESS and MANAGEMENT, SENIOR HIGH SCHOOL **2016 - 2018**
Jose Rizal University

WORK EXPERIENCE

Billing and Collection Assistant **2022 - 2024**

- Prepares accounts receivable transactions and processes customer payments.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data
- Prepare bills, invoices and bank deposits

SKILLS

- Time Management
- Multi-tasking
- Organizational Skills
- Verbal and Written Communication
- Teamwork
- Knowledge of invoicing and billing procedures

REFERENCE

Nancy Cruda
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