



LERA JANE D. GILTENDEZ

Office Admin / Account Assistant

About me

Dedicated professional with experience in accounting , customer service and education. Seeking a role where I can leverage my skills to contribute to organizational success while growing professionally.

Work Experience

Accounting Staff Southern Auto Mart & Trading Corp (ISUZU) Philippines

2024-February 9, 2025

- Managed Financial records, reconciles accounts and ensured data accuracy.
- Assisted in preparing financial reports and audits.
- Ensure expenses are properly categorized and comply with company policies.
- Maintain up-to-date records of accounts payable and receivable.

Service Billing Admin Southern Auto Mart & Trading Corp (ISUZU) Philippines

2021- December 31,2024

- Process and issue invoices to clients and customers.
- Track payments and follow up on overdue accounts.
- Prepare and send out statements and reminders for outstanding balances
- Review and process expense reports from employees.
- Resolved billing inquiries and coordinated with the accounting team.

ESL Teacher- 51 Talk Philippines (Part Time)

2023-2024

- Structure different activities and exercises to make sure students grasp all the concepts.
- Monitor progress, provide feedback, and maintain communication with parents to support student success.
- Frequently take quizzes and assessments to make sure students are familiar with all the concepts and topics.
- Create effective lesson plans according to the needs and preferences of students.
- Improve the overall academic performance of the students. Should be skilled in both written and verbal communication.

Bank Teller/ Customer Service Representative USCC-Western Union Philippines 2018-2019

- Processed transactions, assisted client and promote financial products.
- Handle customer concerns and provide excellent service.

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 Dubai, UAE

Personal Data

- Birth Date: January 12, 1997
- Age: 28 yrs old
- Civil Status: Single
- Religion: Roman Catholic
- Nationality: Filipino

Special Skills

- Can speak English, Tagalog and Hiligaynon.
- Literate in Microsoft Office
- Knowledge in typing skills.
- Possesses a positive attitude, understanding, dedicated and self-motivated.
- Excellent ability to adopt to a changing environment.
- Can work under pressure.

Education Background

STI West Negros University

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

A.Y 2013-2017

Domingo Lacson National High School

A.Y 2009-2013

Banago Elementary School

A.Y 2003-2009