



MA. MYLENE VISAYA

ACCOUNTING ASSISTANT | OPERATIONS PROCESSOR

PROFILE

Highly motivated, deadline-committed, goal-driven with over 8 years of experience. Proven track record of excellence. Some of my core skills include account reconciliation and supporting general accounting functions for monthly close process.

WORK EXPERIENCE

Wells Fargo EGS, LLC Philippines – Correspondent Banking Operations

Operations Processor

2024 - 2025

Associate Operations Processor

2022 - 2024

- Serves as an intermediary between parties to resolve disputed matters, negotiates, and enacts settlements accordingly (MT103/MT202)
- Investigating payment inquiries from Global Clients(internal and external)that arise due to incorrect SWIFT, FED payment instructions, and/or investigation of the validity of the funds being transferred to/from the Correspondent Bank
- Assign Fedwire/SWIFT communications to the appropriate pool so other team members can handle payments and/or correspondence.
- Pay charges as asked by banks, both customers and non-customers.
- Generates and composes written correspondences
- Responding to incoming mail in line with internal and external policies and procedures.
- Regularly receive direction from a supervisor and escalate questions and issues to more experienced roles
- Ad-hoc duty: Mentored or trained a newly hired Team member for a specific job function

DoubleDragon Corporation

Accounting Assistant

2019 - 2022

- Managed daily job functions with attention to cash flows for banking reconciliations.
- Gathering the Hotel Property Group's weekly sales report for senior accountants to review and utilize in reconciliations.
- Compiled all bank transactions using statements, tracked activities using Excel, and balanced accounts.
- Working with the accounts payable team and the Treasury Department on different bank account debits for reconciliation needs.
- Reconciles unidentified / misplaced deposits and works with the sales team, hotel accounting staff, and billing and collection team.
- Before publishing, revenue reconciliation of hotel reports is checked to see if it matches the accompanying settlement report, accounts receivable, and batch journal entries.
- Preparing the income share for the earnings of hotel unit owners.
- Addressing the concerns raised by unit owners about their income and other pertinent issues.
- Made use of financial expertise to offer guidance and address questions from suppliers and staff.

Asia United Bank - Asia United Leasing and Finance Corporation

Accounting Assistant

2017-2019

- Regular work duties include tagging client payments to their loan ledgers and updating the bank passbook.
- Monthly preparation of cash receipts reports and sent to senior accountants for review
- Daily preparation of a cheque for accounts payable
- Monthly preparation of cash disbursement reports and sent to senior accountants for review
- Booking leased vehicle units in the client's loan ledger
- Addressing concerns raised by auto dealers by phone or email
- Responding to inquiries from the marketing team and account officers about lease units and the client's ledger.
- Creating the Statement of Account and billing for any overdue amortization penalties
- Preparation of the monthly aging report
- Monitor the client's outstanding debts
- Posting and Safekeeping of PDCs (post-dated checks) - client's monthly amortization.

CONTACT

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Abu Dhabi

EDUCATION

2013 - 2017

ISABELA STATE UNIVERSITY -
CAUAYAN CITY CAMPUS

- Bachelor of Science in
Accounting Technology

SKILLS

- Consistently exceeds targets and delivered high-quality work ahead of schedule
- Able to prioritize task effectively
- Highly motivated professional with strong intrinsic drive to excel and achieve results
- A creative thinker, able to conceptualise innovative solutions for complex problems
- Collaborated with cross-functional teams to deliver results on tight deadlines

LANGUAGES

- English