



MARY GRACE GALLO

ADMIN | BILLING CLERK

105 Al Falga Bldg. Al Karami, Dubai, UAE | mgracerestificargallo@gmail.com | +971 56 577 4306

SUMMARY

Versatile administrative and finance professional with experience in invoicing, accounts payable, sales support, and customer service. AMLA-trained and skilled in cash handling, transaction processing, and documentation. Reliable, detail-oriented, and ready to contribute to a fast-paced remittance environment.

TECHNICAL SKILLS

- Experience in billing and cash handling
- Familiar with KYC and AML guidelines
- Proficient in SAP financial transactions and reporting
- Good customer service and communication skills
- Accurate in processing transactions and balancing cash
- Honest, reliable, and detail-oriented

PROFESSIONAL EXPERIENCE

Sales and Marketing, ASIALINK FINANCE CORP. (Financing)

April 2024 - Feb 2025

- Promoted financial products and services to clients, achieving monthly sales targets
- Assist clients with account applications and documentation
- Conducted market research to identify client needs and improve service offerings
- Ensured compliance with AMLA and internal policies during all client transactions

Sales Admin, BRIA HOMES INC. (Real Estate)

Sept 2021 - March 2024

- Prepared and processed sales documents, contracts, and reservation agreements
- Coordinated with internal departments for client requirements and document release
- Maintained accurate records of sales, client information, and project inventory

Accounts Payable, KARASIA INC.

March 2021 - Aug 2021

- Processed vendor invoices and ensured timely payments
- Verified and matched invoices with purchase orders and delivery receipts
- Handled and prepared payment vouchers/checks
- Maintained accurate records and organized documents

Invoicing and Billing Assistant, VIC IMPERIAL APPLIANCE PLAZA

May 2019 - March 2022

- Prepared and issued accurate invoices and billing statements to customers
- Assisted cashiering duties including accepting payments (cash, card, checks) and issuing receipts
- Ensured accurate daily cash balancing and reporting
- Maintained organized billing records and ensured compliance with company policies

EDUCATION

Bachelor's of Science in Business Administration

2015 - 2019

St. Mary's College of Tagum

- Major in Financial Management

CERTIFICATIONS

- "On-The-Job Training in Accounting Center" with **Landbank of the Philippines**
- "AMLA TRAINING" by **Asialink Finance Corp.**
- "2 Weeks Fundamental GOHI Training at Asialink Head Office" by Asialink Finance Corp.
- "Completed SAP Business One Training Course" with **SMCTI**