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GLACYREIL V. NAVIDA

OBJECTIVE	Highly motivated and organized accounting staff seeking for a fast-paced entry-level position where I can contribute my keen attention to details, problem-solving abilities, data entry skills and my work with corporate and individual clients.
SKILLS & ABILITIES	Trustworthy with good moral character and integrity Good analytical and problem-solving skills Responsible and hardworking Good interpersonal skills Keen to details and can work with minimal supervision
EXPERIENCE	<p>BILLING AND DISBURSEMENT ASSOCIATE - CENTRE MEDICALE INTERNATIONALE, INC. June 14, 2022 – present</p> <ol style="list-style-type: none"> 1. Prepares billing documents completely, accurately and within 2 days after the date of visit of the patient. 2. Ensures billing documents are emailed to corporate clients, insurance companies and HMOs within 5 days after the date of visit of the patient. 3. Issues manually prepared Official Receipt for every collection, with contents in compliant with the requirements of the BIR. 4. Prepares daily report showing full accounting of cash and check collections. 5. Submits credit card settlement report for all credit card payments as part of end-of-day processing. 6. Follows up collection diligently on or before due dates the amounts due from corporate clients, insurance companies and HMOs. 7. Conducts physical count of unused Official Receipt booklets at least once in two weeks (every 10th and 20th of the month), for timely re-ordering as soon as quantity reaches re-order level. 8. Perform Cash Receipts and Accounts Receivable validation in system every 1st week of the following month. <p>Prepares the following reports on a regular basis:</p> <ol style="list-style-type: none"> a. Weekly Accounts Receivable Aging Report b. Weekly Credit Card Collection Reconciliation Report c. Daily Reconciliation of Cash and Check Collection vs Bank Deposit d. Monthly Official Receipt Validation Report e. Daily Cashier's Report f. Other reports as may be prescribed by Management <p>BILLING OFFICER - DR. MOISES V. CACAWA MEMORIAL HOSPITAL August 2021 – May 2022</p> <ol style="list-style-type: none"> 1. Verify patient details to chart from ward. 2. Input details to our manual system. 3. Input prices to medicines and supplies. 4. Gathering charges to laboratory, x-ray, utz, and ward for proper charging to patient bill. 5. Coordinating patient PhilHealth status to PhilHealth Officer. 6. Issuing partial billing for patient reference of day-to-day running hospitalization bill. 7. Verifying medicines given to patient by tallying ward and pharmacy charges for

- proper billing.
- 8. Rechecking of prices for final billing.
- 9. Monitoring of day-to-day IPD Sales and input to CRJ for month-end reporting.
- 10. Updating accounts receivable and following up patient outstanding balances on a weekly basis.
- 11. Providing CRJ Outpatient and Inpatient, Updated Accounts Receivable and Professional Fees monitoring to bookkeeper for month-end reporting.

Other task given:

- 1. Receiving OPD patient's payment for medication or consultation.
- 2. Issuing Official Receipt.
- 3. Input OPD sales to CRJ monitoring.

BILLING OFFICER - LASS AUTOMOTIVE CORPORATION

October 2019 – March 2020

- 1. Verify customer details.
- 2. Input transactions to MYOB Premier System.
- 3. Issue invoices to customer.
- 4. Monitor daily transactions and summarizes using system.
- 5. Assisting in month-end inventory of supplies.
- 6. Survey customer satisfaction about our services rendered to contribute in company marketing campaign.
- 7. Providing month-end reports to Finance 1st week of the following month.

Performing other duties such as:

- a. Service Advisor – assisting customer's inquires about our services offered.
- b. Cashier – receiving payment and issuing Official Receipt.
- c. Parts Man – issues parts needed to technician and input parts used for proper billing and inventory monitoring.

FRONTDESK OFFICER- SUPERCARE MEDICAL SERVICES INCORPORATED

June 2018 – Jan 2019

- 1. Greet and welcome guests as soon as they arrive.
- 2. Direct visitors to the appropriate person and office.
- 3. Answer, screen and forward incoming phone calls.
- 4. Provide basic and accurate information in-person and via phone or email.
- 5. Ensure reception is tidy and presentable, with all necessary stationery and material (e.g. pen and all type of forms)
- 6. Order front office supplies and keep inventory of stocks.
- 7. Received, sort and distribute daily mail or deliveries.
- 8. Maintaining office security by following safety procedures and controlling access via reception desk (e.g. Monitoring logbook and issue visitor badge)
- 9. Update calendar and schedule meetings.
- 10. Perform other clerical receptionist duties (e.g. Filing, photocopying, etc.)

BILLING OFFICER (MAIN) AND DEPED COORDINATOR (CEBU BRANCH) - SOONEST GLOBAL EXPRESS CORPORATION

May 2017 – May 2018

BILLING OFFICER (MAIN)

- 1. Verifying detail transaction to sales representative for proper invoicing.
- 2. Overseeing accurate processing of invoices and payment transactions using QuickBooks System.
- 3. Creating and maintaining client file.
- 4. Respond to client queries regarding invoice matter.
- 5. File and monitor client balances.
- 6. Updating client with their outstanding balance.
- 7. Scheduling collections for Friday route.
- 8. Updating customer payment after gathering of collection.

9. Resolved collections discrepancy during previous transactions.

DEPED COORDINATOR (CEBU BRANCH)

1. Create delivery schedules for day-to-day basis.
2. Assist in loading books that are for deliver the following day.
3. Monitors deliveries for Cebu and whole Visayas Region.
4. Coordinating work force and truckload needed for everyday shipment.
5. Work with field personnel to handle issues as they arise.
6. Reporting to management for day-to-day accomplishments.

ACCOUNTING ASSOCIATE - MILLENNIUM BUSINESS SERVICES, INCORPORATED

November 2016 – May 2017

1. Handled accounts payable processing.
2. Oversaw the timely, accurate processing of invoices and expense report.
3. Input transactions to SAP System.
4. Reconcile monthly corporate credit card statement.
5. Responsible for monthly accounts payable reconciliation.
6. Other task assigned by supervisor (e.g. photocopying and scanning of documents)

EDUCATION

MABINI COLLEGES

2016

BACHELOR OF SCIENCE IN ACCOUNTANCY

REFERENCES

ARIANNE MARIEL P. LAGUARDIA

Human Resource Management Officer
Dr. Moises V. Cacawa Memorial Hospital
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