



## **MIA ROSE M. SANGILAN**

*Igdalaguit Tobias Fornier, Antique, Philippines*

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### **Career Objective:**

A detail-oriented professional with over 10 years of experience in accounting, collections, administrative support, and travel planning. Highly skilled in visa processing, organization, and financial management, I am eager to apply my expertise in a flexible, work-from-home position that enables me to contribute effectively to a team while continuing to grow in a dynamic and supportive environment.

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### **Work Experience:**

#### **VICS CONSTRUCTION & SONS CO.**

*Senior Collection Specialist / Accounting Staff*

911 G. Araneta Ave., cor. P. Florentino St., Brgy. Sto. Domingo,  
Quezon City, Philippines

**June 2014 – December 17, 2024**

#### **Collection Specialist Responsibilities:**

- ✓ Issue official receipts and sales invoices for client payments and prepare and issue BIR 2307 for vendors/suppliers.
- ✓ Monitor customer accounts for non-payment and delayed payments.
- ✓ Receive payments and post amounts to customer accounts.
- ✓ Provide customer service for collection issues and process refunds.
- ✓ Resolve client discrepancies and manage assigned accounts.
- ✓ Advise customers on repayment strategies and negotiate credit extensions.
- ✓ Consult with the legal team regarding accounts that require legal action.

#### **Accounting Staff Responsibilities:**

- ✓ Maintain a listing of accounts receivable and payable.
- ✓ Prepares manual cheques as needed
- ✓ Prepare and submit the yearly Book of Accounts and loose-leaf invoices to the Bureau of Internal Revenue (BIR).
- ✓ Filing and Payment of Monthly & Quarterly BIR remittances of withholding tax compensation (1601C) and expanded (0619E/1601EQ) thru EFPS.
- ✓ Act as the company representative for Social Security System (SSS), Home Development Mutual Fund (PAG-IBIG), and PhilHealth transactions, submit monthly contributions and loan reports, and assist employees with SSS and PAG-IBIG loans and claims.
- ✓ Support the payroll officer in calculating compensations and deductions.
- ✓ Authorized Company Representative or maker for online banking and payments.
- ✓ Organize company events, such as Christmas parties and outings.
- ✓ Assist in coordinating company business trips by ensuring all travel documents are complete for the requirements of their Visa Application, communicating flight details and changes with clients or customers, and managing local flight bookings for sales agents to ensure all travel details are confirmed and efficiently organized.
- ✓ Create calling cards and handle various certifications for the company.
- ✓ Accounting Department IT Support

**NIRVANA DENTAL CLINIC***Dental Assistant & Secretary*

29 Road 8 Corner Road 2, Quezon City, Philippines

**January 2010 – June 2012**

- ✓ Assisted the dentist in administrative procedures and maintained a sanitized environment.
- ✓ Managed inventory of dental supplies and performed office management tasks.
- ✓ Scheduled patient appointments and conducted follow-ups.

**SHOCKNET CAFÉ***Café Assistant & Computer Technician*

29 Road 8 Corner Road 2, Quezon City, Philippines

**October 2008 – December 2009**

- ✓ Provided customer support for computer software and troubleshooting.
- ✓ Maintained cleanliness and orderliness of the café.
- ✓ Kept accurate logs and inventories of café operations.

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**EDUCATIONAL BACKGROUND****ASIAN INSTITUTE OF COMPUTER STUDIES***Computer Science Graduate*

AICS Bldg Cor P Noval St. &amp; Espana Blvd, Sampaloc,

Manila, Philippines

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**Skills and Personal Values**

- Strong analytical and planning skills
- Excellent problem-solving abilities
- Good communication and presentation skills
- Basic knowledge of accounting and bookkeeping
- Hardworking and eager to learn

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**Technical Skills**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experienced in hardware and software installation
- Skilled in designing invitations and calling cards
- Proficient in maintaining and troubleshooting computer systems and software

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**CHARACTER REFERENCES****Dr. Mary Analyn A. Nadela***Dentist / Former Employer*

Owner of Shocknet Café &amp; Nirvana Dental Clinic

Contact: +639228794012 / +639175561997

**Me1 Patrick O. Lim***President / Former Employer*

Owner of Vics Construction &amp; Sons Co.

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