**ROSE MARIE TOMARONG LATAR**

[rosemarielatar@gmail.com](mailto:rosemarielatar@gmail.com)

CITIZENSHIP: FILIPINO

CONTACT #: 09953346881

CURRENT ADDRESS: S. CARMONA ST. SAN CARLOS CITY

NEGROS OCCIDENTAL 6127

**KEY COMPETENCE:**

* Integrity
* Customer Service
* Communication Skills
* Resilience
* Multitasking
* Results Focused
* Time Management
* Task Management
* Organized
* Analytical Thinking
* Problem Solving
* Computer Literacy

**PERSONAL DETAILS:**

STATUS : SINGLE

AGE : 30 YEARS OLD

BIRTH DATE : SEPTEMBER 16, 1993

BIRTHPLACE : S. CARMONA ST., SAN CARLOS CITY NEGROS OCCIDENTAL

RELIGION : CHRISTIAN BY CONVERSION, BAPTIST BY CONVICTION

HEIGHT : 5’

WEIGHT : 50 KLGS.

FATHER’S NAME : TEOFILO DANUCO LATAR

MOTHER’S NAME : EVELYN TOMARONG LATAR

**EDUCATIONAL BACKGROUND**

MASTER OF PUBLIC ADMINISTRATION DEGREE CANDIDATE: MAJOR IN HUMAN RESOURCE MANAGEMENT

COLLEGE : CENTRAL NEGROS COLLEGE

SAN CARLOS CITY, NEGROS OCCIDENTAL

COURSE : BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

MAJOR IN FINANCIAL MANAGEMENT

BEST IN ON THE JOB TRAINING

DATE GRADUATED : APRIL 2014

SECONDARY : JULIO LEDESMA NATIONAL HIGH SCHOOL

SAN CARLOS CITY NEGROS OCCIDENTAL

DATE GRADUATED : 2010

ELEMENTARY : RAMON MAGSAYSAY ELEMENTARY SCHOOL

DATE GRADUATED : 2006

**WORK EXPERIENCE(S)/TRAINING**

* ON THE JOB TRAINING

CITY BUDGET & MANAGEMENT OFFICE

CITY HALL SANCARLOS CITY, NEGROS OCCIDENTAL

NOVEMBER 2013-JANUARY 2014

* GAISANO GROUP OF COMPANIES

1. **HIGHWAY TABUNOK, TALISAY CITY CEBU ( CORPORATE OFFICE)**

* CORPPRATE ACCOUNTING DRYGOODS
* SUSPENSE CLEARING IN CHARGE PERIOD COVERED JUNE 27,2014 - AUGUST 12, 2014
* Counter check all suspense paid vouchers versus the receiving confirmation from branch for clearing purposes of the item delivered by supplier to respective branch of Gaisano.
* Check supplier invoices and receiving confirmation from branch for any discrepancy.

1. **GAISANO TOWER, 328 CARLOS PALANCA ST.QUIAPO MANILA(MANILA HEAD OFFICE)**

* TOWER ACCOUNTING-DRYGOODS PERIOD COVERED AUGUST 13, 2014 - JUNE 18, 2017
* PROCESS ACCOUNTS PAYABLE

(DRYGOODS & SUPERMARKET DEPARTMENT)

* Process accounts payable for outright and supermarket department
* Verifying and reconciling invoices.
* Ensure payment of invoices on due date
* TOWER ACCOUNTING-OPEX PERIOD COVERED JUNE 19, 2017- JULY 1, 2019
* PROCESS ACCOUNTS PAYABLE

(OTHER OPERATION EXP. & STORE OPERATION EXP)

* Process accounts payable for operating expenditures & capital expenditures
* Reconciling processed work by verifying entries and comparing system reports
* Keeping track of all payments (store expenditures & other expenditures)
* Maintaining historical records
* Paying vendors by scheduling pay checks
* Responding to all vendors inquiries regarding their account
* Generate monthly reports for all the expenditures
* BENEFITS IN CHARGE
* Provide accurate & timely response to employee inquiries about government mandated benefits (SSS, PHILHEATH & HDMF)
* Process payment for government benefits
* Generate reports of 1957 security & investigation agency employee time & attendance
* RELIVER of Petty Cash Fund CUSTODIAN WHENEVER THE INCHARGE WAS ON LEAVE & ABSENT
* Provide cash
* Process accounts subject for funding
* Release funds
* **San Carlos Doctors Hospital**

1. **ACCOUNTS RECEIVABLE PERIOD COVERED NOVEMBER 6, 2019 – UNTIL PRESENT**

* Creating and maintaining credit history files.
* Analyzing and assessing the creditworthiness of account/client using external credit risk management tools/reports.
* Supporting the collection efforts/calls for accounts receivable portfolio.
* Documenting daily collections activity.
* Researching account disputes and billing discrepancies.
* Performing account/payment reconciliations
* Responding to credit inquiries from external and internal clients.
* Identifying delinquent accounts requiring external collection efforts.
* Identifying bad debt of financial exposure.
* Generate monthly reports for all accounts receivables.
* Generate Referral Discounts for Doctors

1. **Social Service Representative PERIOD COVERED NOVEMBER 6, 2019 – UNTIL PRESENT**

* Send Medical Abstract, PCSO referral form & Admission Discharged to Cebudoc Social Worker for endorsement letter.
* Prepare & Re - Check the PCSO requirements for Endorsement in the PCSO Budget Allocation
* Always check the approved budget allocation for the issuance of Guarantee letter from PCSO
* Consumed GL must be bill out for the payment (PCSO & DSWD)
* Remind always Guarantee Letter of EPOSINO must be consume within a month. Over 30 days considered invalid (PCSO ASSISTANCE)

**CERTICATION:**

* 1 For 50 Training for Leaders - January 16, 2023 – January 18, 2023
* HFOB Summit on the Implementation of the Anti- Hospital Deposit Law – February 27 – March 1, 2023

**CHARACTER REFERENCE:**

1. MS. RUBIE JANE ESPINOSA
   1. ASSISTANT ACCTNG HEAD DRYGOODS
   2. CORPORATE OFFICE
   3. HIGHWAY TABUNOK TALISAY CITY CEBU
   4. **09352749566**
2. MS. MILYN MERTO
   1. ACCOUNTING HEAD
   2. GAISANO TOWER OFFICE
   3. 328 CARLOS PALANCA ST. QUIAPO MNL
   4. **09178136210**
3. MS. ELLEN LEONG
   1. PHRD
   2. GAISANO TOWER OFFICE
   3. 328 CARLOS PALANCA ST. QUIAPO MANILA
   4. **09223983137**
4. SIR BERNARDINO PATAYTAY
5. DEPARTMENT HEAD
6. SAN CARLOS DOCTORS’ HOSPITAL INC. BUSINESS OFFICE
7. C.L Ledesma Ave. San Carlos City, Negros Occidental
8. **09057703792**
9. SIR NEBRON CARBAJOSA
10. HOSPITAL ADMINISTRATOR
11. SAN CARLOS DOCTORS’ HOSPITAL INC. BUSINESS OFFICE
12. C.L Ledesma Ave. San Carlos City, Negros Occidental
13. **(034) 729 3455**