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| **E:\1\latar sc.jpgrose marie t.** latar  Address · S. Carmona St. San Carlos City, Negros Occidental  Age: 29 years old  Email :  [rosemarilatar@gmail.com](mailto:%20rosemarilatar@gmail.com) · CP# : 09953346881 |
| TO SECURE A POSITION IN A COMPANY WHERE I CAN USE MY SKILLS AND ABILITIES TO MAKE A CONTRIBUTION TO THE ORGANIZATION. A CHALLENGING POSITION IN A PROGRESSIVE ORGANIZATION THAT WILL UTILIZE MY TALENTS AND PROVIDES ME WITH AN OPPORTUNITY FOR PERSONAL AND PROFESSIONAL GROWTH. |

# work experience/s

* 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**

CREDIT AND COLLECTION STAFF 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.
* Cashier Reliever

Additional Job Description: Financial Assistance In charge

* Process Financial Assistance for patient **(DSWD 6 and 7,PSCO,OFFICE OF THE VICE PRESIDENT)**
* **Cashier Reliever**

# educational background

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| 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  **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**

I'm Rose Marie T. Latar from Philippines. Please consider my application. I'm all round worker, flexible and adaptable, and someone who will carry out tasks and duties outside my job description to help the company.