

Junius Mendoza

Billing Analyst

CONTACT

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PROFESSIONAL EXPERIENCE

Billing Analyst | 2024 – present

My Freight Staff

- Managing the invoicing process, ensuring accurate and timely billing of freight charges.
- Preparing invoices, reconciling charges, investigating discrepancies, and addressing customer inquiries.
- Analyzing freight transactions, verifying charges against contracts, and maintaining accurate records.

Customer Specialist | 2021 –2023

Valor Global Inc.

- Managed customer's mobile phone account, payment plans, bill adjustments, and credit applications
- Helped on troubleshooting of devices and network issues. Process upgrades and purchases of new phones or accessories.
- Initiated repossession proceedings or service disconnection, records of collection, and status of accounts.

Graphic Designer/Executive Assistant | 2018 –present

Visual D'sign

- Created visual designs for printing such as brochures, labels, tarpaulin and other marketing materials.
- Conceptualized designs, prepared mockups and created the final designs for printing.
- Prepared financial statements, memos, letters and billing invoice and other documents.

Collection Analyst | 2014 –2018

Tata Consultancy Services

- Managed inquiries regarding customer's electric service and billing inquiries customer gas and electricity accounts.
- Prepared statements to credit department, repossession proceedings or service disconnection.

EDUCATION

Emilio Aguinaldo College | 2007

Bachelor of Nursing

University of Santo Tomas | 2004

B.S. in Architecture