



SARAH Q. FUEDAN

About Me

Dedicated and result-oriented professional with 5 years of experience in Accounts Payables proven ability attention to detail and organization skills consistently exceeding expectations in Billing and Collection and Administrative tasks, Seeking a challenging role where I can leverage my skills to contribute to a company's success.

Education

- Bachelor of Science in Hotel and Restaurant Management
- Polytechnic University of the Philippines
- 2004-2008

Professional Skills

- Adaptability
- Time Management
- Effective Communication
- Teamwork

Language

- English

Citizenship

- Filipino

LINKS

- Portfolio link:
https://www.canva.com/design/DAGngGaVatE/JnwBrrwu3R_Vn4QNhqmm1cg/edit?utm_content=DAGngGaVatE&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

WORK EXPERIENCE

- **Senior Billing and Collection Analyst 2015-2020**
- **RLC- Philippines**
- Creating and issuing Billing Statement as contractually required and forward to client.
- Reviewing accounts receivables aging report and making appropriate collection letters and calls on outstanding receivables balances.
- Accurately processing of invoices, credit memo and refunds.
- Responding to and timely resolving customer chargebacks.
- Send email follow-ups and collection letters for potential bad dept write-off clients.
- Monitor incoming payments.
- Apply payments to open invoice accurately and in real-time.
- Maintain up-to-date AR aging reports and share weekly updates.
- Manage high-volume of emails thru MS Outlook and incoming/outgoing calls.
- **Accounts payables assistant - 2014-2015**
- **Ink for Less**
- Maintain accurate vendor records and communicate with suppliers as needed.
- Obtain necessary approvals if needed
- Maintain a clean AP subledger (matching payments on outstanding credit memos that have not been applied or used.
- Assist with financial reports.
- Ensure compliance and accounting principles and company policies.

TOOLS AND PROFICIENCY

- MS Outlook ★★★★★
- Canva ★★★★★
- Asana ★★★★★
- G suites ★★★★★
- Microsoft 365 ★★★★★
- Monday.com ★★★★★
- Zoom ★★★★★