

# Aaron Jacob C. Francisco

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aaronjacob0424@gmail.com



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## Educational Background

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**2020-2024**

Bachelor of Science in Accountancy - Cum Laude

**STI College**

Caloocan, Philippines

**2018-2020**

Accountancy, Business and Management

**San Jose Academy**

Navotas, Philippines

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## Career Experiences

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**Accounts Receivable Assistant**

**(August 2024 - Present)**

**Torre Lorenzo Development Corporation**

**Billing and Collection**

- Reviewed and reconciled daily payments, ensuring alignment between Collection Reports, REMS, and Consolidated Sales Reports.
- Prepared and submitted weekly and month-end collection reports; coordinated with Treasury, Sales, and other departments to validate payments, adjustments, and transfers of rights.
- Responded to inquiries and facilitated corrections to maintain accurate and up-to-date collection data across departments.

**On the Job Training**

**(February - June 2024)**

**Torre Lorenzo Development Corporation**

**Billing and Collection**

- Creating manual ledger for every client
  - Reconciling of manual ledger
  - Balancing payment from ledger and software
  - Comparing of payment on manual ledger and software
  - Making remarks for updating the payment
  - Attaching of payments on deed of absolute sale file
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## Organization

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**Junior Philippine Institute of Accountants - Member**

**(September 2020 - June 2024)**

**STI College - Caloocan**

- Participated in JPIA academic and leadership development programs designed to enhance knowledge in accounting, auditing, and business ethics.
  - Contributed to various student-led initiatives including fundraising, event coordination.
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## Skills and Abilities

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- Computer Skill (MS Word, Excel, PowerPoint)
  - Financial Software (REMS)
  - Analyzation
  - Goal Oriented
  - Time Management
  - Active Listening
  - Adaptability
  - Reconciliation
  - Critical thinking
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## References

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Ms. Marivic S. Gapac

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Billing and Collection Specialist