



# Sophie Dean

Account Receivables /Collection Specialist  
IT & telecoms

## Details

Country: Viet Nam  
State/Province: Ho Chi Minh  
City: Quan 1  
Address: Vietnam  
Email: sophie@mailinator.com  
Age: 25  
Sex: Male  
Marital Status: Single  
Status: In employed  
Experience: 3-5 years

## Summary

With a comprehensive background spanning diverse roles and industries, I bring extensive expertise to financial analysis, administrative support, customer service, and web development. From analyzing asset performance and collaborating with accounting teams to enhancing web interfaces and training new staff, my experiences showcase proficiency in tasks ranging from financial modeling to ensuring top-notch customer experiences. My skill set includes financial reporting, technical web development, leadership, and efficient communication. This dynamic skill set positions me to contribute effectively to your team's success.

## Experience

### Account Receivables & Payable / Collection Specialist, Socialloft, Vietnam

Sep 2021 - 0000

Classified and summarized financial data to compile and enter in financial records Implemented program to create daily spreadsheets and streamline financial reporting. Reduced financial discrepancies by accurately managing accounting documentation. Prepared bank deposits by verifying and balancing receipts and sending cash and checks to banks. Reconciled or entered report discrepancies found in financial records. Performed financial calculations for amounts due, interest charges and balances. Matched orders with invoices and recorded required information. Accessed financial information to answer questions and gather details about specific accounts. Monitored loans and accounts payable to confirm payments are current. Checked postings and documents for correctness, accuracy and proper coding. Reconciled computer reports with manually maintained ledgers. Calculated income and social security tax deductions. Worked cross-functionally with internal departments to align and validate data inputs. Summarized financial information to clearly relay concepts and drive understanding of non-financial leaders. Established financial policies and procedures to set standards for compliance. Reviewed customer financial data to ascertain level of risk involved for extending credit. Requested financial documents from customers. Reconciled customer accounts to identify delinquencies or disputes, documenting root causes. Conducted credit reviews on corporations to assess financial conditions. Monitored and maintained compliance with internal controls and government regulations. Met demands of busy collections group by performing high volume of daily calls. Arranged for debt repayment and established repayment schedule based on customer finances. Negotiated credit extensions to assist customers in paying overdue accounts. Educated customers regarding actions and strategies for debt repayment.

### Administrative Assistant, Homestead Escrow Inc., California, USA

Nov 2020 - Aug 2021

My background is rich in proficiently handling sensitive information with the utmost confidentiality. I seamlessly coordinate office procedures, fostering a well-organized and efficient work environment. By developing administrative staff through education and experiential growth opportunities, I ensure a competent and motivated team. I execute various administrative duties, from filing to copying, binding, and scanning, maintaining smooth operations. Monitoring supplies inventory and placing timely orders showcase my proactive approach. A collaborative spirit drives me to contribute effectively to team goals. Beyond that, I skillfully arrange travel for senior managers, manage correspondence distribution, and oversee meeting scheduling. I am committed to continuous improvement, staying updated through workshops and professional networks. My role involves secretarial support, maintaining both physical and digital files, and enhancing project coordination. By refining administrative processes, I have consistently worked towards achieving organizational goals and enhancing overall office efficiency.

## Skills

**Accounts Payable, Account Reconciliation, Customer Relationship Management, Generally Accepted Accounting Principles, Cash Flow**