

MARVIN C. DE LEON

Block B Abdul Aziz Bldg. Budaniq Sharjah

Cellphone Number: +971581667080

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Career Objectives:

- *To be an employee, who can use my in-depth knowledge in finance and help the firm grow, while maintaining billing and collection procedures as per industry standards but I am very much open to the possibility of new kind of career.*
- *To grow in progressive organization where the blend of my 11- year experience and enhanced educational skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.*

Highlights of Qualification:

- *Adaptive and Flexible*
- *Analytical skill*
- *Proficient in Microsoft Office*
- *Can work under pressure*
- *Fast learner and highly reliable*
- *God- fearing*

Educational Background:

Graduate Studies

Tertiary	<i>San Pablo City, Laguna</i>
	Laguna College
	Bachelor of Science in Commerce (Management)
	<i>2000 – 2004</i>
Secondary	<i>San Pablo City, Laguna</i>
	Liceo de San Pablo (High School)
	<i>1996 – 2000</i>
Elementary	<i>San Pablo City, Laguna</i>
	Liceo de San Pablo (Elementary)
	<i>1990 – 1996</i>
	<i>San Pablo City, Laguna</i>

Seminars and Trainings Attended:

AMLCTF Training
E-Learning compliance
Intellicare Office, Calamba City

Data Privacy and Security Policy
E-Learning compliance
Intellicare Office, Calamba City

Customer Service Champion
Intellicare - Head Office
Makati City

Personal Information:

Age : 38 years old
Sex : Male
Date of Birth : November 22, 1983
Place of Birth : San Pablo City, Laguna
Religion : Roman Catholic
Civil Status : Married
Father's Name : Graciano Cesar P. de Leon
Mother's Name : Leah C. de Leon
Spouse's Name : Jennylyn T. de Leon

Work Experience:**Senior Billing & Collection Analyst****Intellicare - Calamba Regional Office (Asalus Corporation)**

Calamba City, Laguna

July 01, 2015 – February 23, 2022

Duties and Responsibilities:

- 1. Creates & issue invoices*
- 2. Monitoring of accounts and Fund*
- 3. Preparation of reports (daily, weekly, monthly and annual)*
- 4. Attend client's meeting including reconciliation of accounts*
- 5. Facilitate collection of payment*

Billing Analyst**Intellicare - Head Office (Asalus Corporation)**

Makati City, Metro Manila

January 17, 2011 – June 30, 2015

Duties and Responsibilities:

- 1. Creates & issue invoices*
- 2. Monitoring of accounts and Fund*
- 3. Attend clients and brokers meeting for reconciliation of account*

Character References:

Mr. JericoDela Cruz

Vice President/Chief Operating Officer
Avega Managed Care

Ms. Annabelle Fababier

Senior Manager for Billing and Collection
Intellicare - Head Office

Mr. Rene Sator

Senior Manager/Head of Calamba Regional Office
Intellicare - Calamba Regional Office

I hereby certify that the above information is true and correct to the best of my knowledge.

A handwritten signature in black ink, appearing to read 'MARVIN C. DE LEON', enclosed within a circular scribble.

MARVIN C. DE LEON