



NICOLE ANNE A. LIMOSA

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Professional Summary

Detail-oriented Accounts and Banking professional with 7+ years of experience in financial services, collections, and client account management, currently working as an Accounts Assistant in the UAE. Skilled in handling financial transactions, reconciliation, invoicing, and cash flow monitoring using Tally. Proven ability to maintain accurate financial records, ensure compliance with procedures, and support daily accounting operations. Seeking to contribute strong analytical and organizational skills to a dynamic organization in the UAE.

Education

Bachelor of Science in Business Administration, Major in Financial Management

St. Scholastica's College Manila, Philippines – Degree obtained June 2017

- Dean's Lister 1st Sem – SY 2015-2016
- Dean's Lister 2nd Sem – SY 2015-2016

Experience

Accounts Assistant

Pinas Travel | Dubai, UAE | September 2025 – Present

- Process payments, issue official receipts, and record sales and purchase invoices using Tally
- Verify and monitor bank deposits and transfers, ensuring all transactions are accurately reflected in company accounts
- Prepare daily sales and receivables reports for management review
- Reconcile daily sales reports with Tally system records to ensure accuracy
- Handle cash collections and coordinate timely bank deposits
- Monitor office expenses and maintain petty cash/revolving fund reports
- Track and manage office supplies inventory to ensure operational readiness

Senior Collections & Customer Resolution Officer

Metrobank | Metro Manila, Philippines | January 2022 – June 2025

- Addressed customer issues and requests within turnaround time.
- Ensured that all communications to customers adhere to the Bank's policy.
- Ensured that grade of service, complaints resolution rate, service standards and performance metrics are consistently met.
- Assisted Collections Inbound Team in handling inquiries, requests, and complaints of clients received thru telephone when needed
- Evaluated and recommend approval/disapproval of requests for waiver of charges.

Collections Officer

Metrobank | Metro Manila, Philippines | June 2019 – January 2022

- Performed collection activities through outbound communication for overlimit and front end (1-29 days) past due accounts.
- Responsible for the achievements of the set targets, meeting the set standards collectively with other team members and compliance with policies and procedures.
- Offered payment arrangements to support financially challenged cardholders.
- Assisted cardholders in resolving issues and requests.
- Ensured cardholders information are up to date.

Junior Credit Analyst

Equicom Savings Bank | Metro Manila, Philippines | May 2018 – June 2019

- Performed KYC and credit evaluation of loan borrowers.
- Analyzed financial statement of borrowers.
- Conducted site visits for quarterly and prepare call report.
- Prepared monthly Statement of Account and send to borrowers manually.
- Ensured borrowers documents (valid IDs, proof of business registration, financial statement) were up to date.

Administrative Assistant

Equicom Savings Bank | Metro Manila, Philippines | November 2017 – May 2018

- Provided clerical support to Division Head and Account Officers.
- Maintained confidentiality and handled sensitive files appropriately.
- Monitored office supplies and equipment inventory.
- Prepared compliance reports periodically.
- Acts as a reliever to the Account Officer Assistant.

Skills

- Bookkeeping
- Cash Handling
- Customer Service
- Collections
- Credit Evaluation
- Microsoft Office