

FRANCIA M. DE MESA



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Doha, Qatar

PROFESSIONAL SUMMARY

Dedicated and results-oriented professional with over 10 years of comprehensive experience in administration, accounting, and sales across leading organizations in Qatar, UAE, and the Philippines. Recognized for delivering high-quality performance, maintaining client satisfaction, and providing strong support in finance operations. Skilled in Peachtree Accounting Software, MS Office Suite, and business communication. Known for reliability, adaptability, and a professional approach to every responsibility.

CORE STRENGTHS

Accounts Receivable & Payable Management, Administrative & Clerical Operations, Customer Relationship Management, Sales & Marketing Coordination, Financial Documentation & Reporting, Team Collaboration and Communication, Time Management & Problem Solving

PROFESSIONAL EXPERIENCE

- Senior Accounts Receivable Accountant | HIRA WLL – Doha, Qatar

July 2022 – Present

- Monitor and manage the full accounts receivable cycle — invoicing, collections, and account reconciliations.
- Review and approve customer invoices, credit notes, and debit memos.
- Ensure timely collection of outstanding balances and follow up on overdue accounts.
- Maintain accurate records of all customer transactions and adjustments.
- Apply payments to the correct accounts and reconcile discrepancies.
- Prepare and analyze monthly AR aging reports and collection forecasts.
- Identify high-risk accounts and recommend appropriate action plans.
- Provide regular updates on cash flow projections related to receivables.
- Support month-end and year-end closing activities related to AR.
- Communicate with clients regarding billing issues, payment delays, and disputes.
- Collaborate with the sales and operations teams to resolve customer queries.

- • Maintain professional relationships with key customers to ensure smooth transactions.
- • Ensure compliance with accounting policies, internal controls, and audit requirements.
- • Assist in implementing improvements in AR processes and systems.
- • Support external and internal audits with required documentation and reports
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- Collection Officer / Accounts Payable Specialist | Haider Holding – Doha, Qatar

August 2017 – July 2022

- • Monitored accounts to identify outstanding debts and performed reconciliations of accounts payable records.
- • Processed vendor invoices and staff payments ensuring compliance with company policies.
- • Resolved billing and customer credit issues to maintain a smooth workflow.
- • Prepared weekly and monthly reports on collection and payment status for management.
- Sales Executive | Integral Services WLL – Doha, Qatar

July 2015 – August 2017

- • Managed sales operations for uniforms, linens, and promotional items for corporate and hospitality clients.
- • Prepared quotations, sales orders, and customer reports while ensuring high service quality.
- • Maintained strong relationships with existing customers and identified new business opportunities.
- Finance Secretary (Pre-opening) | Rixos Bab Al Bahr Resort – Ras Al Khaimah, UAE

Jan 2012 – Apr 2014

- • Supported the Financial Controller by preparing reports, documents, and correspondence.
- • Coordinated meeting schedules, travel arrangements, and maintained finance department records.
- • Handled payroll assistance, expense tracking, and communication with internal departments.
- Administrative Officer | IBS Décor LLC – Dubai, UAE

Mar 2008 – Dec 2009

- • Handled visa processing, trade license renewals, and PR activities with government offices.
- • Supported accounts department with payroll, bank transactions, and documentation.
- • Maintained records of company assets, insurances, and employee files.

EDUCATION

Bachelor of Science in Accountancy – University of Northeastern Philippines (1999)

Certified Public Accountant Review Course – Manila, Philippines (1999)

TECHNICAL SKILLS

Accounting Systems: Peachtree, Focus, Sun System, Tally, Opera, Oracle, SAP

Office Tools: MS Word, Excel, PowerPoint, Outlook, Internet Applications

PERSONAL DETAILS

Nationality: Filipino

Date of Birth: 15 September 1978

Marital Status: Single

Visa Status: Qatar Residence Visa (with US & Canadian Visas)

Driving License: Qatar Light Vehicle & International License

Languages: English, Tagalog