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| **I:\CV-UAE\pics 2.jpg**  ***E-mail Address:***  [*larry.297446@2freemail.com*](mailto:larry.297446@2freemail.com)  **Nationality**:  Filipino  **Language:**  Tagalog, English ReferencesWill be available upon requestEducation **COLLEGE:**  ***Bachelor of Science in Accountancy***  ***PHILIPPINE SCHOOL OF BUSINESS ADMINISTRATION***  *Quezon City, Philippines*  *1995- 1999*  **Computer Skills**   * MS Word * MS Excel * Internet * MS PowerPoint * Dynamic Resource System * Enterprise Resource Planning System (MBS)   **Trainings & Seminars**  ISO 9001:2015 Quality Management System Auditor/Lead Auditor  Basic Training:  -Personal Survival Techniques  -Fire Prevention and Fire Fighting  -Elementary First Aid  -Personal Safety and Social Responsibility  Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces.  Seafarers with Designated Security Duties and Security Awareness Training.  Association of Government Internal Auditors Annual National Convention cum Seminar  PAGCOR 1st Wellness Program  First Level Leadership Training | Competency Summary  ***Skills:***  \* ***Highly Motivated***  \* ***Able to handle work load under pressure***  \* ***TEAM PLAYER, as well as ability to work independently***  \* ***Possesses positive work attitude and work ethics***  \* ***Has a good organizational skills.***  \* ***Driving***  Career History  **WORKING EXPERIENCE: 16 YEARS**  **PHILIPPINE AMUSEMENT AND GAMING CORPORATION**  **October 2002** – **February 2016**  Manila, Philippines  PAGCOR is a Government Owned and Controlled Corporation that operates and regulates the Casino Industry in the Philippines.  PAGCOR is acknowledged as one of the main contributor of funds in the Philippine Government and whose commitment to Nation’s Development and Social Responsibility activities is recognized.  Quality Assurance Officer  **Job Description of a Quality Assurance Officer**   * Performs the review of financial data to ensure accuracy and reliability; evaluates components of the internal control and quality management system and conducts performance and compliance review of the department's personnel. * Reviews Contracts, Memorandum of Agreements, Authority to Operate, Provisional Licenses, Casino Regulatory Manual and other legal documents that will fall under the groups review. * Identify, analyze and evaluate relevant risks to the achievement of the control objectives and determine appropriate response.   Compliance and Monitoring Agent  **Job Description of a Compliance and Monitoring Agent**   * Reviews, analyze and make the necessary adjustments on daily, weekly and monthly income reported by the principal in comparison with the results of operations recorded per PAGCOR. * Prepares comparative analysis of the results of the operations on monthly, quarterly, semi-annual and annual basis. * Closely monitors and supervises actual cash count of table drops and stacker contents from the results of operation of previous trading day. * Prepares monthly billing for PAGCOR share and taxes. * Monitors floor, table and slot machine transactions and ensures proper enforcement of controls in adherence to the terms and conditions approved by PAGCOR and coordinates any deviations with the enforcement for appropriate corrective actions.   Bookkeeper  **Job Description of a Bookkeeper**  **March 2011** – **March 2013**   * Reviews, analyze and encoding of Journal Entry Voucher of Branch’s Debit/Credit Memos and preparation of Home Office DM’s/CM’s for the expenses chargeable to other branches. * Preparation of JEV’s for the monthly set-up of government share, PSC share, net cash remittance, Board of Claims’ share and SM Demo/PPE Fund allocation and reversal * Analysis and consolidation of monthly FS schedules such as Accounts Receivable –Officers and Employees, Accounts Receivable –Others, Due from Officers and Employees, Advances to Officers and Employees and Other Receivables. * Performs monthly schedule and year-end consolidation of Prior Year’s Adjustment and preparation of Journal Entry Voucher for reclassification of accounting entry for PYA.   **February 2009** – **March 2011**   * Reviews the accounting transactions of the branches to determine deviations from established standards. * Renders a report on branch practices that are not in accordance with standards and coordinates with the branches for appropriate corrective actions. * Assists in the conduct of the Quality Assurance Review (QAR) of the branches and/or other Divisions/Units of the Accounting Department. * Performs data gathering, analysis, reconciliation, and reporting required for special projects.   **September 2008 – February 2009**   * Inventory of Fixed Assets / Stock items * Reconciles Fixed Assets Transactions * Prepares of Schedule of Fixed Assets * Prepares Player Tracking System Transactions * Prepares Bank Reconciliation * Assists in the preparation of the Annual Budget   **February 2006 - September 2008**   * Checks and verifies Account Payable Vouchers * Posting of Transactions to the Subsidiary and General Ledgers * Reconcile Payable Accounts * Prepares the Schedule Account Payables   Accounting Clerk  **Job Description of an Accounting Clerk**   * Prepares the Aging of Account Receivables * Prepares the Notice of Outstanding Accounts * Reconcile Account Receivables * Prepares the Schedule of Receivables   **SHANGRI-LA PLAZA CORPORATION**  **December 2000** – **September 2002**  Mandaluyong, Philippines  Shangri-la Plaza Corporation is regarded as one of the Philippines finest Mall ownership and management company.  Assistant Auditor   * Gathering / Review / Checking of Daily Sales Report * Preparation of Consolidated Daily / Monthly / Year to Date Sales * Review Financial Statement Schedules / Ledgers   Credit and Collection Assistant   * Prepares the Aging of Account Receivables * Prepares the Notice of Outstanding Accounts * Reconciles Account Receivables Transactions * Prepares the Schedule of Receivables   I hereby attest that all of the above and aforementioned information are true and precise to the best of my knowledge. |
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