RENALIE S. CARBALLO

WORK EXPERIENCE:

**Audit Department, Government, Silay City, Negros Occidental, Philippines**

Management & Audit Analyst, April 2011 – July 2016

Contributes to 50% of work output and saves 50% of supervision for Head of Office

* In the absence of Head of Office, I manage the office with 6 regular employees and 3 job order employees
* In charge of training and directly supervising Audit Staff
* Review and analyze documents of pay-outs of government funds to suppliers and contractors, and also bills (electricity, water, communication) paid by the government
* Evaluate expenses of government officials in their travel and reimbursements
* Collect and analyze these data to detect extravagance, fraud or non-compliance with the Auditing policies and procedures
* Reconcile, note and report discrepancies
* Prepare Audit reports
* Check figures and postings for correct accounting entries
* Verify completeness and accuracy of documents as per required checklist
* Evaluate, recommend and approve expenditures and pay outs
* Check payroll against withdrawal of funds and Treasury report
* Conducts operational audit on the different departments to check on procedural and managerial lapses
* Performs cash check on collectors and cashiers
* Research on new auditing policies or amendments for such

Skills: audit and analysis, accounting, management

**Treasury Department, Government, Silay City, Negros Occidental, Philippines**

Revenue Agent (Cashier/Collector); OIC-Liquidating Officer, January 2008 – March 2011

Initially assigned as Collector, then Cashier to Liquidating Officer/Head of Cash Division giving the Treasury Department support on all divisions

**Collector (Airport)**

* Check on shipments of plants and animals to issue the necessary shipping permit
* Receive cash payments and issue receipt
* Coordinate with the cargo office for the proper shipment
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* Encode and print collection report

**Collector (Real Property Tax)**

* Coordinate with the departments of Assessment and Licenses for the calculation of taxes
* Print out assessments and submit to Tax Mapping Team for distribution
* Collect payments from taxpayers and issue receipt
* Count collection, encode and print collection report
* Maintain records of taxpayers and assist them in their needs

**Cashier**

* Prepare cash advance for salaries and process it with the different departments
* Withdraws money from government banks
* Count money at the beginning of shift to ensure that amounts are correct and there is adequate change
* Give out salaries to employees per payroll
* Liquidate cash advance against actual disbursement, prepare report and submit to Audit Office.

**Liquidating Officer/Head of Cash**

* Receive collections of all revenue agents of the local government unit
* Reconcile collection against reports and official receipts issued
* Supervise revenue agents and make sure they follow the policies on cash handling
* Perform cash count as well as prepare bills and coins for change
* Ensure safety of the vaults and of the area
* Prepare daily cash and cheque deposits to government banks
* Make reports to be submitted to the Audit Department

Skill: collection/cashiering/cash handling, accounting, banking, treasury, management/supervisory, encoding, air cargo shipping

**Legislative Department, Government, Silay City, Negros Occidental, Philippines**

Office Assistant/General Clerk, September 2002 – December 2007

Updated the backlog on the transcription of the Minutes of Meeting

* Answer phone calls and direct calls to appropriate parties or take messages
* Greet visitors and determine whether they should be given access to the officials’ offices
* Attend meetings to record Minutes
* Prepare transcription and Minutes of Meeting
* Draft resolutions and ordinances passed during the Legislative Session
* Open, sort and distribute incoming memos/correspondence, including faxes and emails
* Prepare documents to be included in the agenda for the Session
* Prepare responses to correspondence
* File and retrieve documents, records and reports
* Make travel arrangements for the officials
* Research upon request
* Operate computer, fax and copying machines

Skills: transcription, secretarial, administrative, general clerical, front office/receptionist, executive assistance

**LPG Manufacturing, Silay City, Negros Occidental, Philippines**

Accounting Clerk, March 2001-June 2002

Updated the records on Receivables

* Classify, record and summarize data using journals, ledgers and computer
* Debit-credit entries on the ledger as well as on the accounting software
* Reconcile, note and report discrepancies
* Prepare and print out monthly and year-end reports

Skills: accounting, bookkeeping, encoding

**Travel & Tours, Bacolod City, Negros Occidental, Philippines**

Travel Assistant/Account Executive/Front Desk Clerk, August 1999 – December 2000

Saved the company time and effort on supervision since I manage the office

* Answer phone and direct queries or take messages
* Answer queries of clients that come to the office and assist them in their needs
* Plan itineraries and accommodation details, compute fares and fees
* Make and confirm reservations for transport and accommodation
* Prepare Billing Statements and accept payment
* Confer with customers to determine their requirements and preferences
* Assist clients with their travel documents and forms and provide them with brochures, guides and maps
* Using a computer system, reserve preferred travel dates on ferry and airline
* Issue tickets for the same and receive payment
* Provide checklist for passport and visa processing
* Receive documents and process with the Department of Foreign Affairs and the different embassies
* Prepare daily accounting of collection and submit report to Accounting Office
* Handle petty cash and its replenishment

Skills: travel assistance, courier services, front desk, accounting, cash handling

**City Mall, Bacolod City, Negros Occidental, Philippines**

Head of Department (Home Furnishing, Kitchenware, Bed and Bath, Ladies Wear & Accessories, Ladies Shoes), May 1998 – June 1999

Increased sales of department by at least 20%, placed a number of employees in the department

* Coordinates with the HR Department in the recruitment and hiring of sales staff
* Conduct interview of applicants and direct staffing
* Train staff, conduct periodic orientations and perform evaluation
* Resolve customer complaints regarding sales and service
* Monitor customer preferences to determine sales efforts
* Coordinate with Visual Arts Department to obtain products for display
* Facilitate store displays on areas of responsibility
* Observe competing stores by visiting it
* Assess marketing potential of new locations
* Prepare monthly and year-end business report

Skills: storekeeping, management/supervisory, customer service, recruitment/interview, orientation/motivation, sales/PR training, evaluation and assessment, inventory, accounting, reports

OTHER SKILLS

* Impeccable written and verbal communication skills
* Excellent interpersonal skills
* Computer literate in MS Office Applications (Word, Excel, PowerPoint)
* Fast learner and Team Player; Goal-Driven, Efficient and Effective

EDUCATION

**State College, Talisay City, Negros Occidental, Philippines**

36 Units earned in Public Administration, June 2008 – October 2011

With areas of study on The Philippine Government, Public Management, Organizational Behavior, Personnel Actions, among others

**University of St. La Salle, Bacolod City, Negros Occidental, Philippines**

Bachelor of Science in Commerce major in Marketing Management, June 1994 – March 1998

With areas of study in Sales and Marketing, Basic Accounting, Advertising and Promotion, Public Relations, Management through Case Analysis, Business Statistics, Business Math, among others

ACHIEVEMENTS

* Graduated With Honors in High School and granted Academic Scholarship in College
* Passed the Career Civil Service Professional Exam required for government employees
* Given a Resolution of Commendation by the City Council for exemplary performance in Transcription
* Assigned In Charge of Field Office at the New Bacolod-Silay Airport in 2008
* Promoted as Revenue Collector in 2009
* Assigned as Liquidating Officer of all City Collectors
* Promoted as Management and Audit Analyst in 2011
* Given Very Satisfactory ratings in Performance Evaluation by all Supervisors
* **Job Seeker First Name / CV No: 1815462**
* [Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)
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