**ADONIS DAMPOG VIRADOR**

A Filipino certified public accountant with 7+ years of experience in the areas of financial statements preparation and reporting, accounts receivable, accounts payable, general ledger and compliance with the accounting policies and procedures. Seeking a position that fits my qualification with a progressive organization wherein skills and experience can be effectively utilized for growth and thus offering concrete contributions to the financial bottom-line of the company.

**PROFESSIONAL EXPERIENCE**

**ROWAD INTERNATIONAL GEOSYNTHETICS CO. LTD. Dammam, Saudi Arabia**

*Accountant December 2013 – November 2015*

▪ Assist the Chief Accountant in financial preparation, budgeting and reporting

▪ Analyze, examine, interpret and compile accounting records for posting in SAP

▪ Process journal entries and perform accounting corrections to ensure accurate records.

▪ Process vendor invoices, check relevant purchase order and related documents then post using MIRO

▪ Process outgoing payment by check or wire transfer to vendors and check payment request for proper

approval with authorized signatories and with attached purchase order, GRN and original invoice.

▪ Prepares check and wire transfer draft and forward to the chief accountant for final review and

complete all signatures from the authorized signatories

▪ Process and encode cash liquidation for general expenses

▪ Process incoming payment from customer and enter the transaction in SAP

▪ Process and enter journal entries using transaction number F-02

▪ Check and verify monthly payroll computation from HR prior to sending them to head office

▪ Prepare monthly bank reconciliation and intercompany accounts

▪ Prepare monthly aging of accounts receivable and quarterly inventory stock count

▪ Amortized prepayments and accrue estimated usual monthly expenses for the month

­▪ Handle’s petty cash expenses and posting in SAP

▪ Interact with internal and external auditors in completing audits.

▪ Responsible for proper filling and completeness of accounting documents

**HOLY NAME UNIVERSITY MEDICAL**

**CENTER INC. Tagbilaran City, Bohol Philippines**

*Accountant December 2010 to November 2013*

▪ Prepare monthly and year-end financial reports and budget

­▪ Prepare monthly, quarterly and year–end withholding tax and tax to BIR

▪ Analyze, examine, interpret and compile accounting records for posting in Bizbox

▪ Process journal entries and perform accounting corrections to ensure accurate records.

▪ Check and verify monthly payroll computation

▪ Prepare monthly bank reconciliation and intercompany accounts

▪ Prepare monthly aging of accounts receivable and inventory stock count

▪ Amortized prepayments and accrue estimated usual monthly expenses for the month

▪ Responsible for proper filling and completeness of accounting documents

**▪** Monitor and review inventory of supplies and equipment’s

▪ Process billing statement of In-patient and Out-patient, Insurance and HMO’s

▪ Prepare monthly, quarterly and year –end withholding tax and financial statements to BIR

▪ Interact with internal and external auditors in completing audits.

▪ Will be cross trained in other duties

**KING COOPERATIVE San Francisco, Agusan Del Sur, Philippines**

*Branch Accountant October 2004 to May 2006*

▪ Prepare monthly, year-end and consolidated financial reports

▪ Process journal entries and reconcile general ledger accounts

▪ Closing of daily and monthly transactions

▪ Perform internal audits to satellite offices

▪ Prepare monthly aging of accounts receivable and bank reconciliation

▪ Amortized prepayments and accrue estimated usual monthly expenses for the month

**ROADTRECK ENTERPRISE (Honda Car Accessories) Cubao, Quezon City, Philippines**

*Accounting Staff January 2004 to October 2004*

▪ Prepare weekly and monthly financial reports

▪ Process daily sales transaction

▪ Perform monthly inventory monitoring and controlling of stocks

▪ Process journal entries and reconcile general ledger accounts

▪ Process and prepare bank deposit and bank reconciliation

▪ Responsible for proper filling and completeness of accounting documents

**SIGNATURE BRANCH CORPORATION Rockefeller St., Makati City, Philippines**

*Accounting Assistant April 2003 to July 2003*

▪ Assist the Accountant in preparing weekly and monthly financial reports

▪ Perform inventory monitoring and controlling of stocks  
▪ Process journal entries and reconciled general ledger accounts  
▪ Perform bank reconciliation

▪ Responsible for proper filling and completeness of accounting documents

**EDUCATION**

**HOLY NAME UNIVERSITY Tagbilaran City, Bohol, Philippines**

Bachelor of Science in Nursing, March 2010

**UNIVERSITY OF BOHOL Tagbilaran City, Bohol, Philippines**

Bachelor of Science in Accountancy, October 1998

**CERTIFICATION & MEMBERSHIP**

▪ Member of Philippine Certified Public Accountant Eastern Province, Saudi Arabia (PICPA EP-KSA

Chapter 2014 & 2015)

▪“Basic Zakat: A Simplified Approach and Landscape to Philippine Taxation Seminar”, conducted by

PICPA-EP Chapter Saudi Arabia) held on September 11, 2015 at International Philippines School of

Al Khobar (IPSA), Al Khobar, Eastern Province, Kingdom of Saudi Arabia.

▪“Advance Microsoft Excel”, conducted by (PICPA-EP Chapter Saudi Arabia) held on August 28, 2015

at International Philippines School of Al Khobar (IPSA) Al Khobar, Eastern Province, Kingdom of

Saudi Arabia.

▪“Setting Rules, Unleashing Energies: Partnership Platform of Engagement with Regulatory Agencies”,

conducted by (PHAPi) Private Hospitals Association of the Philippines, Inc. held on June 28, 2013 at

Sarabia Manor Hotel, IloIlo City, Philippines.

▪“The New Regulations in Health Care, The Never Ending Tale”, conducted by (PHA) Philippine

Hospital Association, held on March 17, 2013 at Bohol Tropics Resort Tagbilaran City Bohol,

Philippines

▪ ICD-10 (International Classification of Diseases and Related Health Problems) conducted by

Philhealth Training Institute, held on December 6-10, 2010 at Golden Peak Hotel Cebu City,

Philippines

**ADDITIONAL SKILLS**

▪ Knowledge in SAP FICO module and Bizbox Hospital accounting system

▪ Computer literacy MS office (Excel, Word and PowerPoint)

**Job Seeker First Name / CV No: 1838652**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

