# cece2CECIL

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**OBJECTIVE:** To be associated with the company that offers a challenging position, where I can apply and enhance my knowledge learned, and where hard and honest works leads to experience, personal growth and career advancement.

**WORK EXPERIENCES:**

**Nov 2015 – Feb 2016 Finance Supervisor**

Neltex Development Company Inc.

 26th Floor Unit A Washington Tower 1 Asia World City

 E. Aguinaldo Blvd., Parañaque City

**Work Description/Duties and Responsibilities:**

* Conducts monthly release of Standard Cost.
* Updates and extend Material Master Data.
* Performs individual Material Costing.
* Conducts orientation to the participants of the year- end inventory count.
* Prepares monthly costing of compounds.
* Prepares weekly and monthly reports needed by the AVP.
* Reports to the Assistant Vice President.

**May 2009 – Nov. 2015 General Accountant/ Inventory Accountant**

 Neltex Development Company Inc.

 26th Floor Unit A Washington Tower 1 Asia World City

 E. Aguinaldo Blvd., Parañaque City

**Work Description/Duties and Responsibilities:**

* Process accounts payables and payments
* Process payroll of weekly paid employees and Agency employees.
* Prepares monthly bank reconciliation reports that are maintained by the company.
* Participates in the monthly closing of the books.
* Process journal entries and monthly accruals.
* Prepares report for BIR on imported and local purchases vat.
* Prepares annual inventory report and submit to the BIR.
* Prepares monthly production report and reconciles on the variances.
* Prepares costing analysis on raw materials and finished goods.
* Prepares costing for the traded inventories.
* Performs actual physical inventory of finished goods every month.
* Reconciles the variances of the actual inventory result versus the SAP balance.
* Corrects the System inventory based on the result of the actual inventory.
* Participates in year-end inventory count of all the inventories of the company.
* Prepares monthly audit schedules.
* Performs OPEX analysis.
* Prepares monthly schedules for short/long term loans e.g. car loans, trust receipts, promissory note.
* Reports to the Accounting Manager.

**Jul 2014 – Feb 2015 Part-time Functional Analyst**

 Neltex Development Company Inc.

 26th Floor Unit A Washington Tower 1 Asia World City

 E. Aguinaldo Blvd., Parañaque City

**Work Description/Duties and Responsibilities:**

* Identifies probable areas in the existing system that requires improvement and enhancement.
* Recommends procedures, solutions and other mechanisms that will ensure data quality and reliability.
* Applies well-defined policies and procedures to solve user data problems.
* Participates in the testing process and prepares UAT modules.
* Prepares process flow chart and system documentation.
* Conducts presentation to the Management about the new procedures and changes in the system.
* Trains the users on how to use the new and enhanced system.
* Reports to the IT Manager temporarily.

*Note: The reason for overlap on dates as Accountant and Functional Analyst was during that time I still do some responsibilities of accounting while performing some projects as Functional Analyst. Some of my task in accounting was temporarily delegate to my colleagues.*

**Jan 2006 – May 2009 Accounting Staff**

 Mawab Resources, Inc.

 4th Floor, Alabang Business Tower, 1216 Acacia Ave., Madrigal Business Park,

 Alabang Muntinlupa City

**Work Description/Duties and Responsibilities:**

* Prepares monthly Financial Statements of Retail Gasoline Stations.
* Prepares daily Inventory Report.
* Prepares Daily Cash Flow of retail stations.
* Prepares monthly bank reconciliation report.
* Process accounts payable.
* Reports to the Accounting Manager.

**Sep 2004 – Dec 2005 Credit Investigator**

 Beneficiaries Lending Investor Corp.

 Legaspi City, Albay

**Work Description/Duties and Responsibilities:**

* Entertains inquiries of loan applicants.
* Conducts background check on loan applicants.
* Prepares documents on qualified applicants.

##### **EDUCATIONAL ATTAINMENT:**

 1998 - 2004 *Bachelor of Science in Accountancy*

 Bicol College

 Daraga, Albay

 **OTHER SKILLS:**

* Knowledgeable in the following Software Applications:
	+ SAP ERP ECC 6.0, FI/CO, MM, SD, PP
* MS Excel, Word, PowerPoint, Visio, Outlook
* Quickbooks

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I hereby certify that the above information is true and correct.