

Contact HR Consultant for CV No: 340587

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 **KEY STRENGTH, SKILL AND ABILITIES**

* Computer Literate (MS Word, MS Excel and MS Power Point)
* Can easily understand and follow instructions
* Excellent in English Communication
* Knowledge of SAP and GEMS System

**LICENCE/CERTIFICATE**

* Civil Service Professional Exam

**SENINARS ATTENDED**

* Basic Course or Internal Auditing of QMS (ISO 9001:2008) using 19011:2011, Rosehell Management Consultants, Inc.
* Quality Management System (QMS) Documentation Seminar Workshop, Rosehell Management Consultants, Inc.
* Management Orientation & Awareness of Requirements on ISO 0991:2008, Resehell Management Consultants, Inc.
* MS Word, MS Excel and MS Power Point, AMA Computer College
* Annual Convention, Junior Philippine Institute of Accountant, Ormoc City

**EDUCATIONAL ATTAINMENT**

 Tertiary:

School : St. Paul’s Business School

Major : Bachelor of Science in Accountancy

 Duration : 1997 – 2001

Secondary:

 School : St. Mary’s College (Formerly St. Joseph College)

 Duration : 1993 – 1997

 Primary:

School : Maydolong Central Elementary School

 Duration : 1986 – 1993

**EMPLOYMENT RECORD**

 Company : **Haier Electrical Appliances Philippines Inc.**

 Position : Accountant -

 Duration : April 11, 2016 – December 16, 2016

 Duties:

* + - In charge in receiving, processing, verifying and reconciling invoices.
		- Booking of Expenses in the SAP system and GEMS.
		- Maintains historical records by filling documents.
		- Disburses Petty Cash.
		- Prepare Bank Reconciliation.
		- Assist in Allocation of Cost.
		- Assist in Inventory Count
		- Assist in Monthly and Yearly end closing.
		- Assist during Audit.

Company : **Katahira and Engineers International**

Position : Accountant/Administrative Officer

Duration : June 2005 - March 25, 2016

Philippine Projects :

* + - Detailed Engineering Design and Tendering of Asset Preservation and Road Improvement Projects Road Improvement and Institutional Project (RIIDP)

(January 2, 2015 – March 25, 2016)

* + - Project Management and Construction Supervision for MCA-P Road Project (PMC) (January 2012 – March 25, 2016)
		- Resettlement Implementation and Construction Supervision for MCA-P Road (June 2012 – March 25, 2016)
		- The Construction Cost Auditor Services for the Proposed PASAR Cathode Rehabilitation Project in Isabel Leyte

 (November 2014 – May 2015)

* + - Rural Road Network Development Project III

Tendering and Construction Supervision

(October 2005 – November 30, 2012)

* + - Central Mindanao Road Project , Philippines

(January 2009 – February 28, 2012)

* + - Rural Road Network Development Project II

(June 2005 – July 2010)

* + - ADB TA No, 7093: Preparing the Philippines Road Sector Improvement Project, Philippines (September 2008 – July 201 0)

Foreign Projects:

* + - Road Network Upgrading Projects (RNUP) Timor Leste
		- Rural Road Construction Projects SINDH Pakistan
		- Supervision Consultancy for Ampara District-Eastern Province Provencial Road Project, Sri Lanka
		- Road Rehabilitation Works of Dili Ainaro Road

Duties:

* + Handles the End to End Process of Accounting.
	+ Prepare the Billing/Invoices on Monthly and Deliverable Basis.
	+ Prepare the Costing of Supplemental /Amendment to the Original Contract.
	+ Prepare the Association Agreement.
	+ Prepare the Employment Contracts.
	+ Prepare the Overtime Computation and Field Allowance of Staff.
	+ Compute the Salary of Staff.
	+ Records the General Transactions in the Book of Accounts.
	+ Handled the Bank Accounts (Deposit, Withdrawals, Fund Transfer and Currency Conversion) and the Petty Cash Fund.
	+ Prepare the Bank Reconciliation.
	+ Prepare the Remittance Request.
	+ Prepare the Monthly Expense Report.
	+ Prepare the Annual Report/Financial Statement to Tokyo Office.
	+ Consolidate the Expenses from Site Office, Foreign Office and Manila Office.
	+ Responsible in the Payment Preparation of the Payables.

 I hereby certify that the above statements I have mentioned are true and correct based on my knowledge and beliefs.