**Joel M. Nabenneg**

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 Aspiring to become the best **Accountantor Internal Auditor**in a fast faced

business environment, aiming to augment my skills and profession through actual

work experience and am willing to meet new challenging roles, impart quality

service and be able to inspire others in the organization in the light of the

company’s mission and vision.



* Passed the **National Competency III on Bookkeeper Examination**
* Well versed in **MS Word and MS Excel**.
* **Proficient in improvising a Computer Manual Accounting System** using the Excel Pivot and basic conditional tool programs.
* Familiar in **GAAP Bookkeeping and over all accounting cycle**.
* Proficient in **tax preparation, filing and other governmental reports**.
* Cognizant in **periodic payroll computation and preparation.**
* With background in **audit environment**
* **Good inventory management background**
* **Multi-tasker, Systematic, Flexible, Independent, Team player, Honest and Can work under pressure.**



 **Internal Auditor Mar. 19, 2013-Feb.28,2015**

 **Talavera Group of Companies**

 San Fermin, Cauayan City 3305 Isabela Philippines

**Company Bookkeeper April 3, 2013-Dec.4, 2013**

**Juliano Advertising**

Calao East, Santiago City 3311 Philippines

**General Bookkeeper Nov.14 2010-Dec.31, 2012**

 **De Vera’s Medical Center**

Calao East, Santiago City 3311 Philippines

**Accounting Clerk I Mar.22,2010-Sept.30, 2010**

 **Municipal Accounting Office**

 LGU Jones Isabela 3313 Philippines

**Branch General Bookkeeper Nov.12, 2008-Feb. 22, 2010**

**Mallig Plains Rural bank (Isabela) Inc.**

Villasis, Santiago City, 3311 Philippines

**Accounting Clerk I June 3, 2004-Oct.1, 2008**

 **Municipal Accounting Office**

 LGU Jones Isabela 3313 Philippines

 **NOTABLE AUDIT DUTIES and RESPONSIBILTIES:**

* Conduct Pre-Audit Engagement on Employee Payroll of 750-1000 employees and Pre-Audit on Purchases of Talavera Hypermart-Cauayan, Talavera Hypermart-Roxas
* Conduct Periodic Spot Audit Engagements on Talavera Group of Companies'(TGC) Affiliates. Doing Spot Checking on their daily Sales, Receivables, Revolving Funds, Inventories, Supplies, Revolving Funds and anything that affect the performance of the Affiliates and be able to report them to the management through a generated Audit Report.
* Conduct monthly Post-Audit Engagement on TGC's Affiliates Financial Statement (FS) Reports from the TGC Accountants to verify their accuracy and validity of the FS reports.
* Make documentation after Post Audit Engagement made from the source documents.
* Make Audit Verification Report to the Accountants for any unrecorded and erroneous recording transactions (Cash, ARs, Collections& Deposits) encountered during the post-audit engagements.
* Generate to the management the Final Audited Financial Statement Data.



**Graduate Study - Master in Business Administration (18 Units)**

Northeastern College, Santiago City 3311 Philippines

2013 (1st semester)

**Tertiary - Bachelor of Science in Business Administration**

**Major in Management Accounting**

Northeastern College, Santiago City 3311 Philippines

2011 (2nd Sem.)- 2013

**Tertiary - Bachelor of Science in Accountancy**

Northeastern College, Santiago City 3311 Philippines

1997-2004



**Birthdate. -** May 7, 1981

 **Nationality -** Filipino

 **Languages Spoken. -** English, Tagalog

**Civil Status. -** Single

**Pass. Date Issued**. - August 25, 2016 (5 years validity)