

Contact HR Consultant for CV No: 342115

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# OBJECTIVE

To secure a position in a well established organization with a stable environment that will lead to a lasting relationship in the field of accounting, auditing and finance while developing additional knowledge and abilities to benefit the organization.

# CAREER PROFILE

Detail-oriented, efficient and responsible professional with extensive experience in the field of audit and accounting. Possess strong analytical and problem solving skills with the ability to make well thought-out decisions. Has excellent verbal and written communication skills. Resourceful in completion of tasks and effective at multi-tasking. Has ability to elicit confidence and build rapport. Requires minimal supervision and can work both as a team member and independently. Highly trustworthy, quick learner, dependable and a hard worker.

**EXPERIENCE**

Senior Auditor, Travellers International Hotel Group Inc. (Resorts World Manila) Pasay City, Philippines — August 2012-December 2016

Ensured revenue reported is accurate each day. Conducted surprise audit to ensure compliance and adherence to company policies and documented the results thereof. Substantiated various financial transactions by reviewing and auditing source documents in accordance to established internal control standards and procedures. Drafted exception reports for instances of non-compliance with operational practices and communicated such to departments and employees involved. Maintained detailed and error-free reconciliation reports of various day-to-day transactions. Prepared preliminary accounting entries for booking. Provided technical support and advice to managers and colleagues to improve financial and operational procedures. Secured financial information by completing and maintaining back-ups. Supervised, trained, developed and evaluated junior auditors. Provided direct assistance to internal and external auditors in carrying out audit procedures. Protected company’s values by keeping information on hand highly confidential. Performed other duties as assigned.

Audit Associate, Ernst and Young Philippines (SGV & Co.) Makati City, Philippines — January 2012-June 2012

Involved in an agreed-upon procedure with a foreign bank. Was either the only or main staff in the audit of six (6) asset management clients. Coordinated with client regarding audit requests, procedures, and issues. Tasked to perform substantive procedures, understanding the business and processes, walkthroughs and test of controls. Prepared key documentations (e.g. summary review memorandum, analytics, management recommendation letter, etc.). Assisted in preparing client’s audited financial statements. With experience in asset management audits and has a good familiarity with the accounting of financial instruments specifically investment securities.

Junior Accountant, Yupangco Electronics Corporation, Makati City, Philippines — March 2011-December 2011

Conducted monthly physical inventory count of all areas of operations of Yamaha and Perfect Pitch Stores in Metro Manila including Warehouse and Main Office Showroom. Prepared monthly reconciliation, recording and reporting of the company’s sales and inventory for all branches. Prepared cheque vouchers to suppliers, delivery receipts, receiving reports and pick-up receipts for units transferred to branches. Recorded and maintained cash receipt book/cash sales book, cash disbursement book, product demo and accommodation logbook, and give-away and premium logbook. Assisted in accomplishing required documents and information of the company’s external auditors.

# CERTIFICATION

Philippine Regulations Commission, Manila, Philippines

Certified Public Accountant since October 2010

# EDUCATION

University of Santo Tomas; España, Manila, Philippines

Bachelor of Science in Accountancy, 2010

# COMPUTER SKILLS

Computer skills include: Bloomberg, Reuters, Microsoft Dynamics RMS, MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access, SAP, Visual Basic, Lotus Notes

*Character references are available upon request.*