

Contact HR Consultant for CV No: 342458

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**CAREER OBJECTIVE**

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**PROFESSIONAL ELIGIBLITY**

**Certified Public Accountant Licensure Examination**

Professional Regulation Commission, July 2014

**Civil Service Professional Examination**

Civil Service Commission, March 2009

**WORK EXPERIENCE**

**Provincial Government of Palawan** January 5, 2015 – January 31, 2017

**Senior Administrative Assistant III – BAC Technical Working Group Member**

Job Description:

* Internal Audit
* Preparation of Journal Entries
* Weekly and quarterly report on the result of Bidding process and Evaluation.
* Preparation of Resolutions and Notice of Awards to winning bidders.
* Preparation and monitoring of Agency Procurement Compliance and Performance Indicators.
* Provide assistance to the BAC in terms of the technical, financial, legal and other aspects of the procurement.
* Conduct eligibility screening of prospective bidders, evaluation of bids and prepare the accompanying reports for the BAC’s consideration and approval.

**Legend Hotels International Corporation - Palawan** March 2011 – November 2012

**(Admin and Finance Office)**

**Disbursement Officer**

Job Description:

* Internal Audit
* Receiving and processing all invoices, expense forms and requests for payment.
* Preparing of General Fund for Replenishment/Petty Cash Fund.
* Monthly Inventory count
* Processing & payment of Business Taxes and Real property Taxes
* Filing of Vouchers

**Provincial Government of Palawan** July 2009 – December 2009

**(Provincial Accountant’s Office)**

**Administrative Aide II**

Job Description:

* Prepares Bank Reconciliation
* Internal Audit.
* Organizing of Checks
* Preparation of Journal Entries using JEV Accounting Software.

**TECHNICAL SKILLS AND COMPETENCIES**

* Proficiency on business software tools such MS Word, MS Excel, MS PowerPoint.
* Knowledge on using accounting software such as Quickbooks.
* Good written and oral communication skills both in English and Filipino
* Ability to deal with large quantities of financial data.
* Accurately and promptly processing documentation.
* High level of theoretical knowledge of technical accounting issues.
* Proactive team leader or member, with willingness to take the initiative and find efficient and effective means to resolve issues at hand.

**TRAININGS AND SEMINARS**

* 70th PICPA Annual National Convention (November 2015)
* Training-Workshop on the Government Procurement Reform Act (R.A. 9184) and its Revised IRR

(March 2016)

**EDUCATION**

**Bachelor of Science in Accountancy (BSA)**

Holy Trinity University-Puerto Princesa City, Palawan

Graduated: May 2009

**PERSONAL INFORMATION:**

Birth date: November 12, 1987

Citizenship: Filipino

Civil Status: Single

Religion: Roman Catholic