 **May**

[**May.348674@2freemail.com**](mailto:May.348674@2freemail.com)

**PROFESSIONAL SUMMARY**

* **A committed individual that provided effective auditing, accounting and bookkeeping. Highly skilled and meticulous auditor with exceptional attention to details. Superb skills in explaining complex financial information to all level of staff and management in a clear and accessible manner.**

**CORE QUALIFICATIONS**

* **Extensive experience in auditing, accounting and business administration**
* **Strong background in internal control**
* **Superior familiarity with risk management**
* **Ability to adapt to a dynamic and fast paced environment**
* **Capability of introducing innovations and adapting changes**
* **Excellent dependability in maintaining strict customer confidentiality**
* **Inventory Control Management**
* **Extensive familiarity in Oracle, CASA, General Ledger and MS Office Applications**

**EMPLOYMENT INFORMATION**

1. **Company: NStyle International**

**Industry: Luxury Beauty and Grooming**

**Address: Dubai, United Arab Emirates**

**Position: Auditor**

**Date: October 9, 2016 to February 20, 2017**

**Duties and Responsibilities**

* Lead the company’s efforts to undergo full audit of its store operations & cash handling to ensure adherence to SOP’s best customer practices and within municipality and government.
* Auditing stores front of house adherence to best cash/visa/voucher handling with e-devises along with assets management and controls.
* Audit stores product wastage, storage of products, consumption and/or validity of products as to minimize wastage expiry and/or negligence and theft.
* Conduct surprise store visits and audits at closing to ensure conformity to closing procedures and proper accountability for all.
* Responsible for quality control, checking best practices across all stores along with newly opened stores to ensure standards are being met and client expectations exceeded and operations running up to standard.
* In charge of preparing the company for ISO 9001 certification, UAE quality awards/ other international certifications.
* Ensure that the certifications and awards are maintained by conducting inspections and performing audits and maintaining quality and standards.
* Ensure that deficiencies of the stores are detected and exposed to management and series of recommendations of improvement are made creating plan of action and its implementation stage to stage as to ensure standards are met.
* Audit the work of auditors to ensure they are driving up there auditing of stores up to standards and in line with company expectations and flag any discrepancies and/or red flags in an effort to enhance and improve there work.
* Oversee the compliance to legal regulations & municipality regulations.
* Undergo rational spot checks in all Nstyle stores including Abu Dhabi, Sharjah and other Nstyle regional and international stores.
* Audit client feedback on there store visits and experience in an effort to gage customer pulse in order to drive up standards.
* Writing reports, surveys and quality audits for management and undergo SWOT analysis of each store per quarter with recommendations in place to improve and drive standards, sales and adherence to SOP’s.
* Oversee health and safety compliance, licensing and all retail operations.
* Audit staff conforming to uniforms, and overall look and presentability in line with NStyle standards.
* Scheduling of store inventory audits along with warehouse audits as per outline and approved timeline and schedule.
* Review stock movement at each store level and services and outline and highlights ways store can move ex stock and under performing services setting targets and ensuring follow through them.
* Support and work with operations team to ensure stores sales, standards are maximized.
* Ensure customer compliants are addressed and processed as per company standards and employees booked for training refresher if applicable standards continue to be met.
* Ensure the stores are in compliance of the branding standards and all the brand policies.

1. **Company: AMA Rural Bank of Mandaluyong, Inc.**

**Industry: Banking**

**Address: 311 Shaw Blvd., Mandaluyong City, Philippines**

**Position: Audit Supervisor**

**Date: May 22, 2012 to July 30, 2016**

**Duties and Responsibilities**

* Evaluated and executed operational, financial and compliance audit in all branches and head office.
* Ensured compliance of the bank with the Central Bank, Bureau of Internal Revenue, Philippine Deposit Insurance Corporation, Anti Money Laundering Agency and other regulated agencies.
* Executed/performed the audit activities in accordance with the approved work plan and ensure compliance therewith.
* Fraud detection and CCTV viewing.
* Prepared the necessary working papers to support all audit issues/findings and procedures performed.
* Validated the written responses submitted by the Auditee and reported to management/CEO.
* Validatedmonthly bank reconciliation in Head Office & various branches vs. Bank statement.
* Checking cash balances thru cash counting and verified GL entries vs. supporting documents such as Official receipt, deposit or withdrawal and fund transfers.
* Examination of payroll.
* Determined non-routine expenses and if approved by the approving officer.
* Inventory checking such as accountable forms and supplies.
* Examination of Vouchers, cashier’s checks and manager’s check if properly and completely filled-up.
* Examination of Auto Loan releases including computation/checking of approved board rate, monthly amortization and other fees.
* Monitored postdated checks (PDC’s) submitted by loan clients, including the matured checks applied for deposit.
* Conducted examination/re-computation of Status of Accounts (SOA).
* Computed rebates for early payments.
* Reviewed/post audit cash department such as tellering transactions, ATM counts, and validates Official Receipts. Audit liquidation of expenses.

1. **Company: Star Appliance Center Inc.**

**Industry: Retail Merchandise**

**Address: Diokno Blvd., Mall of Asia Complex, Pasay City, Philippines**

**Position: Accounting Assistant / Sales Auditor**

**Date: July 30, 2008 to January 28, 2012**

**Duties and Responsibilities**

* Computedcash sales.
* Inventory of supplies.
* Checked sales draft such as straight payment if accurate and valid as to its details.
* Validation of bankards for credit cards if properly accomplished and completely filled-up.
* Checked sales invoice if completely and completely filled-up by the store employee.
* Managed merchandise return and replacement (MRR) if valid and approved by the authorized personnel.
* Prepared computation of discounts to buyer and if the said discount was approved by the approving officers.
* Prepared report for zero percent interest rate system for suppliers.
* Prepared Jounal Entries.
* Decreased errors and reduced entry input time.

**SEMINARS / TRAININGS /ACHIEVEMENTS**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Title:** | **Conducted By:** |
| May 23 & 30, 2015 | Internal Control and Internal Audit | Ms. Racquel B. Manago |
| October 5, 2013 | Risk Based Audit | Atty. Eden D. Sarne |
| July 2010 | Oracle Applications and Specifics | Mr. Teodorico A. de Mata, Jr. |
| January 20, 2014 | Anti- Money Laundering Act (AMLA) | Ms. Ma. Nelia P. Cenidoza |
| July 25, 2012 | Seven Habits on How to be an effective People | Mr. Alejandro C. Soliman |

**EDUCATIONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** | **Inclusive** | **Name of School andSchool’s Address** | **Course** |
| Tertiary | 2003-2008 | Saint Louis College  San Fernando City, La Union, Philippines | BS Accountancy |
| High School | 1998-2002 | DFLOMNHS  Gabaldon, Bangar, La Union, Philippines | - |
| Elementary | 1992-1998 | Paratong Elementary School  Paratong, Bangar, La Union, Philippines |  |