**ROLANDO, CPA, EnP**

Email: Rolando-397088@gulfjobseeker.com

# SUMMARY OF QUALIFICATIONS:

* Exposurein International Standard for Organization (ISO) audit engagements
* Have been part of budget preparation, formulation and recommendation of State Universities and Colleges (SUCs) in the Philippines
* Resource speaker on Public Financial Management and Budget Process in the Philippines
* Has background on QuickBooks and SAP Business One accounting software
* Computer skills include MS Word, Excel, PowerPoint
* Has good scholastic moral and academic record
* Has a high sense of responsibility and willingness to learn new things
* Good written and oral communication skills in English and Tagalog
* Works well in team or groups
* Can work under pressure and manage stress professionally
* Honest, trustworthy and God-fearing

# QUALIFICATIONS:

## Certified Public Accountant (CPA) | October 2015

## Environmental Planner (EnP) | June 2018

## International English Language Testing System (IELTS) Passer | October 2019

# WORK EXPERIENCE:

## Incorporator/Senior Researcher

## September 2018 – December 2019

## Takes part in professional engagements with the private sector and local government units (LGUs) in particular environmental planning and compliance;

## Performs review on the Comprehensive Land Use Plans (CLUP) and Comprehensive Development Plan (CDP) of different sectors;

## Conducts review classes for the takers of the Environmental Planner board examination;

## Conduct researches and gather valuable insights to further improve the profile of the consultancy group; and

## Promotes environmental awareness, conservation and supports practices on go-green projects and activities.

## Budget and Management Specialist | Department of Budget and Management Region VIII

## March 2016 - September 2019

* Evaluate the budget proposals submitted by SUCsif in strict adherence to issued policies, guideline and advisories;
* Evaluate and process the Comprehensive Release for the succeeding years’ funding requirements of government units;
* Evaluate and process various funding requests of public schools such as terminal leave requests, release of funds for newly filled positions, accounts payable, performance-based bonus among others;
* Evaluate and process written queries/requests for clarification of covered SUCs, TESDA schools and LGUs;
* Evaluate and process requests for authority to purchase fixed assets
* Conducts desk and on-site validations ofpublic financial management,public financial management improvement and its related status of implementation;and
* Discuss with SUC and vocational school officersto address issues/concerns, important updates and reminders regarding audit findings on submitted budget proposals;

## Customer Service Representative | Eperformax

## September to November2013

* Handles incoming or outgoing customer calls; and
* Handles account inquiries, customer complaints and/or support issues.

## Accountant | VELMAR Bus Line and MV Rice Mill

## – 2013

* Receives the collections/remittances of the conductors and audits the tickets issued to the conductors and tallies with the collections received;
* Prepares payroll for the salaries of drivers, conductors and maintenance personnel;
* Handles cash payments to suppliers;
* Performs bookkeeping function such as recording of all business transactions in the company’s books, bank reconciliation, etc.;
* Process and prepare documentssuch as business or government forms and expense reports; and
* Answer telephones, direct calls and take messages.

# EDUCATION:

## Graduate School

## University of The Philippines Visayas Tacloban College (UPVTC)

## Master in Business Management | 2016-Present

#### Tertiary

#### St. Paul School of Business and Law (SPSBL)

#### Bachelor of Science in Accountancy | 2015

# PERSONAL DATA:

Date of Birth: December 08, 1993

Place of Birth: Tacloban City, Leyte, Philippines

Civil Status: Single

Citizenship: Filipino

Height: 5’7”

Weight: 62 kg

Religion: Roman Catholic

Gender: Male

Language/Dialects: English, Filipino, Tagalog, Waray-waray

I hereby certify that the above information is true and correct.

**ROLANDO**

*Conforme*