

**ROVEL**

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**SUMMARY OF QUALIFICATION**

* Highly personable individual who has extensive in depth experience of the banking industry.
* Accounting professional experience possesses multiple skills covering many financial areas such as maintaining general ledger accounts, processing Accounts Receivable, all aspect of billing collection, journal entries, general entries, petty cash and bank reconciliation.
* Executive Assistant with over 3 years experience providing thorough and skillful administrative support to senior executives.
* Leader experience and able to motivate, train and supervise teams to personal and group excellence. Furthermore, can facilitate seminar, community organizing and computer proficiency.

**EDUCATION**

**Master in Business Administration**

University of the Visayas – Cebu City, Phils.

Graduated October 2008 (2007 – 2008)

**Bachelor of Science in Accountancy**

University of Visayas – Cebu City, Phils.Graduated May 2003 (1999 – 2003) (Cum Laude)

**EXPERIENCE**

**December 26, 2013 to May 31, 2016 - Accountant / Executive Assistant to General Manager**

Elegancia Hospitality Group LLC – Doha, Qatar

* Manage petty cash account and financial advances of employees. Replenishing & balancing the fund each time a disbursement is made or a minimum of once per month.
* Manage all foods, uniforms, office supplies, kitchen supplies, laundry supplies and day to day operations within the budgeted guidelines.
* Review and process expense reports and maintaining proper documentation to make sure payments, amounts and record are correct.
* Provide safe and secure storage of cash fund. Make prior arrangement for a temporary custodian during any absences.
* To oversee purchasing and requisition of required supplies and materials and maintain accurate records.
* Maintain executive’s appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
* Represent the General Manager by attending meetings in the General Manager’s absence.
* To conduct orientation for all new employee in respective property.
* Responsible for keeping track of leave time such as vacation, holidays, personal or sick leave for employees.
* Maintaining time sheet and accurately in putting time in Biometric Access Controls & Attendance recording systems. Verify attendance, hours worked and pay adjustments while tracking overtime hours and approving compensatory time earned.
* Prepares memos, increment, annual leave, resignations, and termination for employees.

**September 23, 2012 – December 15, 2013 – Account Officer**

Hotel & Resorts Construction – Doha Qatar

* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Prepare complete set of financial statements for monthly and year-end reporting.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Recommend necessary procedures to implement internal controls. Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
* Administer accounts receivable and accounts payable.
* Assist in preparing budgets and forecasts, payroll administration.
* Account and bank reconciliations. Review and process expense reports.
* Prepare payments by verifying documentation and requesting disbursements.

**March 17, 2010 – October 25, 2011 Accountant –Logistic**

BT-Applied Technology – Jeddah, KSA

* Reconciliation of Freight Accounts and Freight re-charges.
* Maintaining contracts and acting as billing facilitator of Hubs.
* Preparing monthly MIS Reports for Logistic Manager, ensuring that deadlines are met.
* Oversee and review all payment processes and procedures.
* Maintain an accurate record of all freight forwarding rates and ensure regular review of all agreements and contracts.
* Ensure that internal controls, policies and procedures are being adhered to.
* Prepare payments by verifying documentation and requesting disbursements.

**January 01, 2007 – March 12, 2010 Teller / Branch Accountant**

Banco De Oro Universal Bank – Cebu City, Phils.

* Vouch/check the GL accounts and cost centers used to ensure these are correct.
* Review the balances of the research, clearing and recon accounts. Pass the adjusting or correcting entry, if necessary. Balances of these clearing/temporary accounts should be zeroed out at day end to ensure correct reversal and posting to the real accounts.
* Review the balances of the accounts payable for placements received after cut-off. Ensure these are reversed and posted to the real account.
* Accounts with negative balances not funded within the day should be recommended to the BM for closure to avoid additional expenses which may be incurred by the branch of account.
* Retrieve checks, check deposits slips, OR and Host Total Comparison Reports from Tellers, New Account, Marketing Assistant and concerned Head Office unit.
* Review negotiability and other details of checks. If check has technical deficiency.
* Batch/ run up checks separate for local to regional checks. Balancing of outgoing checks before cut-off time.
* Verify the total of dollar checks against the BC's report based on deposits slips and Host Totals.
* Prepare the inter-bank loan and accounts receivables report.
* Review each transaction category using the Host Total Comparison Report to ensure that total of each category tallies with the total of actual documents received.
* Prepare the Fund Management Report and Annex 2 for submission to Treasury.
* Review correctness of the Cash Differential Report prepared by BC for any teller shortage/overage booked within the day.

**June 16, 2003 – December 31, 2006 Bookkeeper / Payroll Officer**

Counterpart International – Cebu City, Phils.

* Prepared various payroll related reports which are incorporated in the monthly financial reports.
* Analyzed various payroll related balance sheet account, schedules.
* Coordinated with Human Resources for any changes in the basic rate of an employee.
* Processed any unusual payroll computations in conformance with mandated requirements.
* Maintained confidential employee records.

**SKILLS**

Accounts payable, account receivables, general ledger accounts, financial reports, payroll, banking, scheduling, seminar, customer service, AS400, JD Edwards, Biometric Access Controls & Attendance Recording System and Microsoft Office.

**REFERENCE**

Available upon request.