**LEONORA**

**Email:** **Leonora.387526@2freemail.com**

**SUMMARY**

Head Controller-Chief Accountant, with 19 years of experience on accounting and financial analysis. Diverse knowledge on handling accounting task, with hands on experience in managing financial transactions in banking sector. Multitasking skills and has the ability to meet tight deadlines.

**QUALIFICATIONS**

**Graduate of Bachelor of Science in Accountancy (Degree)**

*Central Luzon State University, April 1999*

**Certified Bookkeeper (National Certification in Bookkeeping Level III)**

*Republic of the Philippines through Technical Education and Skills Development Authority (TESDA)*

*Certification Number: 18023103015070 /Issued: September 29, 2018 /Renewal: September 28, 2023*

**PROFESSIONAL PROFILE**

* Extensive knowledge on accounting and bookkeeping procedures.
* Can perform full accounting cycle.
* Ability to analyze and evaluate financial data quickly and accurately.
* Exceptional competence in preparing financial reports and schedules.
* Excellent time-management, analytical, organizational and problem-solving skills
* In depth knowledge of banking policies and procedures.
* Have competency in handling software migration project of a banking system
* Have a knowledge on Value-Added Tax remittance and reporting
* High level of proficiency in using relevant MS applications, like Words, Excel, Pivot table and PowerPoint.
* Quick data entry and working in Excel with formulas
* Elevated from Branch Accountant to Head Controller/Chief Accountant (Managerial level)
* Elevated from Current Account Data Encoder to Branch Accountant (Supervisory level)
* Awardee as Bank’s Employee of the Month for exemplary performance of duties and responsibilities
* Works well under pressure.

**CAREER HISTORY**

**Rural Bank of San Mateo (Isabela), Inc. San Mateo, Isabela, Philippines**

*Head Controller-Chief Accountant**November 21, 2006 to January 11, 2019*

* Oversees the operations of the Controllership Department.
* Ensures that all accounting transactions and processes are carried out in accordance with all the Philippine Accounting Standard and Philippine Reporting Standard as well as the internal policies and procedures of the bank.
* Review reportorial requirements of Bangko Sentral ng Pilipinas and Bureau of Internal Revenue.
* Maintains the bank’s financial records including the general ledger and ensures that data are correct and reliable.
* Assists in the preparation of the office and bank’s Annual Budget;
* Ensures remittances to government agencies like Bureau of Internal Revenue, Social Security Systems, Philippine Health Insurance and Home Development Mutual Fund are paid on time and correctly disbursed.
* Sees to it that all expenses are properly disbursed, supported and within the budgetary limits.
* Ensures that calculation of employees’ wages, approved overtime, staff benefits and final payment of resigned employees are properly computed and paid on time.
* Attends training and seminars to keep abreast on updated best practices.
* Conducts Annual Performance Evaluation of Accounting Staff.
* Presents regularly to the Management and the Board of Directors the Bank’s financial highlights.
* Headed the mapping and linking of deposit accounts to the accounting system for automated journal entries via LAN system.
* Spearheads software testing and migration project of the bank’s online system (deposit, loans, HR and accounting system).

**Rural Bank of San Mateo (Isabela), Inc. San Mateo, Isabela, Philippines**

*Branch Accountant* *September 21, 2005 to November 20, 2006*

* Prepared and recorded daily transactions of the Bank’s branch.
* Kept and maintained the branch books of accounts.
* Acted as custodian of the branch’s subsidiary ledgers.
* Physically cash counted the Branch Cashier/Teller’s cash in vault from time to time
* Review and ensures the correctness of the mathematical computation of loan interest, bank service charges, past due interest, penalties, rebates and other computations relating to the loan.
* Assisted in the conversion of the bank’s financial reporting to adopt the Philippine Reporting Standard and Philippine Accounting Standard.
* Acted as the alternate of the Branch Manager, in his absence, to oversee the branch operations
* Prepares necessary and required reports from time to time; and performs other duties that may be assigned from time to time by higher authorities.

**Rural Bank of San Mateo (Isabela), Inc. San Mateo, Isabela, Philippines**

 *Assistant Internal Auditor* *June 16, 2005 to August 31, 2005*

* Assisted in the internal audit special investigation of Branch’s deposit and cash-in –vault upon the request of the Management.

**Rural Bank of San Mateo (Isabela), Inc. San Mateo, Isabela, Philippines**

*Current Account/Savings Account Data Encoder**November 3, 1999 to June 15, 2005*

* Verified the authenticity of depositor’s signature on withdrawal slip prior the actual withdrawal of cash
* Reviewed checks issued by the depositor for any technical defects prior clearing the checks.
* Notified VIP depositors with insufficient fund prior the clearing of their checks.
* Posted all issued checks daily in the bank’s deposit system.
* Prepared entries for non-cash transactions via debit and credit tickets.
* Ensured that the daily total balances of cash and non-cash items are reconciled with the Accounting Department
* Prepared Bank Certification upon written request from the accountholder
* Assisted in the migration project of the savings deposit data to a ledger-less deposit system.
* Performed other duties assigned by superiors.

**5R’s Security Agency Santiago City, Philippines**

*Part time Accountant**May, 2006 to September 2007*

* Recorded the daily transactions of the security agency.
* Recorded and vouch daily collections of the agency.
* Prepared monthly bank reconciliation.
* Prepared monthly financial statements.
* Prepared monthly remittances due to different government agencies such as Bureau of Internal Revenue, Social Security System, Home Development Mutual Fund, and Philippine Health Insurance

**Isabela State University San Mateo, Isabela, Philippines**

*Part time Instructor**October, 2002 to March, 2003*

* Taught Basic Accounting to students taking up Information Technology.

# SEMINARS/SYMPOSIUM/TRAINING ATTENDED

* **Bridging the GAAP with Tax Accounting and the New Tax Accelaration and Inclusion (Train Law),** *by Philippine Institute of Certified Public Accountant-Cabanatuan Chapter*
* **MS Excel Training** *by Trinux**IT Business Solution*
* **Adoption of the Philippine Accounting Standards, Philippine Financial Reporting Standards and Financial Reporting Package Seminar** *by Bangko Sentral ng Pilipinas*
* **Accounting for Non-Accountantant** *by Arts Business Coaching*
* **Strategic Planning and Workshop** *presented by Rural Bank of San Mateo (Isabela), Inc.*
* **Financial Reporting Package/Capital Adequacy Ratio Reporting** *by: Countryside Finacial Institution Enhancement program (A joint program of BSP,LBP and PDIC)*
* **Strengthening Prudential Reporting and Updates on BangkoSentral ng Pilipinas (BSP) Regulations** byRural Bankers Research and Development Foundation, Inc.
* **Echo-Seminar Updates on the Anti-Money Laundering Law** *by Rural Bank of San Mateo (Isabela), Inc.*
* **Disaster Recovery Program and Business Continuity Plan** *by Rural Bank of San Mateo (Isabela), Inc.*
* **Taxation of Rural Banks** *by* Rural Bankers Research and Development Foundation*,Inc.*
* **Pricing Transparency Workshop** *by*Rural Bankers Research and Development Foundation, Inc
* **Rural Bank Accounting System** *by*Rural Bankers Research and Development Foundation, Inc.
* **Financial Reporting Package** *by*Rural Bankers Research and Development Foundation, Inc.
* **Value-AT-Risk (VAR) & Market Risk Management** *by Bankers Institute of the Philippines*
* **Basic Rural Banking Course** *by Bangko Sentral ng Pilipinas*