



Curriculum Vitae
Of

MIRA DC. YURAG

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Career Objectives : "To establish my career within an organization where my knowledge, skills, capabilities and personal resources will be enhanced."

EMPLOYMENT HISTORY

Dec. 2014 to Present : **Accounting Staff / Inventory Accounts**
AMAL AL KUWAIT INT'L. TRG. CO.
Hawally, Kuwait

DUTIES AND RESPONSIBILITIES:

- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Maintains and balances an automated consolidation system by inputting data; scheduling requires jobs; verifying data.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Prepare payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Checking and analyzing daily sales invoice according to point of sales.
- Provides accounting supports for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements. Such as Bank Reconciliation, Accounts Payable & Accounts Receivable.
- Accomplishes accounting and organization mission by completing related results as needed.
- Protects organization's value by keeping information confidential.

Dec. 2008 - Nov. 2014 : **Store Manager/Accounting Staff**
NOBLE HOUSE BUSINESS BROKERS INC.
Quezon City, Philippines

DUTIES AND RESPONSIBILITIES:

- Handling different restaurant and food kiosk.

- Monitor the day to day transactions of our crew to ensure they serve a quality product to our customers and they follow standard operating procedures.
- HR functions for all contractual employees and trainer for all newly hired contractual and direct hired employee; Service crew and office base employee.
- Safekeeping of 201F of all company outlets; monitoring all lease contract/agreement.
- Stocks requisitioning, handling and monitoring; it includes forecasting and inventory management.
- Prepares crew schedules every month and ensures that schedules are disseminated before it effectively.
- Processing/Renewal /Cancellation of all government permits of all stores.
- Responsible for the government permits such as business permit, bureau of internal revenue, trademarks and other requirements for processing.
- Prepare financial statement of the assigned outlet as well as salesbook, purchase book, monthly sales.
- Make a bank reconciliation to ensure all the sales must be deposited in a specific time.
- Closely working with the General Manager in reporting the financial status of a company outlets.

May 2008 – Aug. 2008

: **Accounting Assistant**
LM CEREAL CORPORATION
 Tondo, Manila Philippines

DUTIES AND RESPONSIBILITIES:

- Assist the internal auditor in preparing the financial statement of the company.
- Conduct an actual inventory of product to our warehouse in different warehouse.
- Process Accounts Payable paperwork at completion of the check run.
- Assist Senior Accountant with payroll system and payroll related.
- Perform such other accounting, financial, or administrative tasks as may be required from time to time.

July 2006 - Feb. 2008

: **Store Manager**
KENTUCKY FRIED CHICKEN
 Ramcar Roces Philippines

DUTIES AND RESPONSIBILITIES:

- Responsible for all staff related activities, including hiring, staffing rosters, interviewing, training, performance disciplinary activities, etc.

- Responsible in managing and control all aspects of stock management within the business units; to ensure the procedures thereby minimizing stock accumulation/loss.
- Manage the outlet unit to maximize customer satisfaction and company profitability.
- Responsible for the day to day management and performance of the service units.
- Nurture a positive working environment and lead by example as restaurant supervisor.
- Deliver superior guest services and ensure absolute customer satisfaction.
- Appraise personnel's performance and provide feedback to keep them upbeat and productive.
- Maintain quality guest and partner relations.
- Enforce and offer te best quality of products possible.

May 2003 - July 2006 : **Regular Service Crew**
KENTUCKY FRIED CHICKEN
 SM Cubao, Quezon City

March 2000 - May 2003 : **Service Crew**
KENTUCKY FRIED CHICKEN PHILIPPINES
 SM Centerpoint, Sta. Mesa, Manila
 SM Annex North Edsa, Quezon City
 Sto. Domingo, Quezon City
 E. Rodriguez, Quezon City

DUTIES AND RESPONSIBILITIES:

- Take orders by punching them in the POS database and repeat orders to ensure accuracy.
- Provide customers with the menu and suggest food items as per their preferences.
- Inform customers of any special or new deals that the company has introduced.
- Prepare orders when needed by constantly checking the order slip for accuracy.
- Ensure that the order and food preparation counters are clean all times.
- Receive supplies and ensure that they are stored properly.
- Assist kitchen staff and outdoor delivery staff whenever such assistance is required.
- Provide answers to queries presented by clients regarding services and offers made available by the restaurant.
- Clean all tables after the clients have left and get such tables prepared for the next set of clients.
- Maintain chart of all available deals and products periodically and refresh such chart on a daily basis.

EDUCATIONAL ATTAINMENT

Tertiary Level : TECHNOLOGICAL INSTITUTE OF THE PHILIPPINE
Bachelor of Science Major in Management & Accountancy
Quezon City Branch
Year Graduated: 2004

PERSONAL INFORMATION:

Name : Mira DC. Yurag
Address : Zone 5, 23C Roxas Road May-Iba Teresa Rizal,
Philippines
Birth Date : May 7, 1982
Birth Place : Quezon City, Philippines
Age : 38
Status : Single
Passport No. : PO732889B
Date Issued : February 18, 2029
Place Issued : Philippines Embassy Kuwait

