



## Karina Karla H. Rafaela

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### Professional Summary

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Innovative accounting professional proficient in extracting financial data from various reporting systems and suggesting key operational changes.

### Skills

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- Income Audit
- Financial Reporting
- Computer Savvy
- MS Office
- Oracle Hospitality OPERA Property Management System
- Peachtree Sage Accounting System
- SAP Business One

### Work History

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September 2019

**CHMI HOTELS AND RESIDENCES dba  
Acacia Hotel Davao  
J.P Laurel Ave., Davao City,Philippines**

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**Accounting Officer**

June 2020

- Assisted the Financial Controller in financial reporting, month-end closing reports, general ledger reconciliation, and bank reconciliations.
- Recorded all business transactions and retained all accounting records.
- Posted, verified, and reconcile accounts payable, accounts receivable, expenses, payroll, and other ledger accounts.
- Prepared statements, invoices, and vouchers, and assist in preparing financial operations reports.
- Paid all hotel invoices in a timely manner ensuring the accuracy of amount paid, account coding, invoice extension and that all discounts are taken.
- Handled all vendor inquiries and reconcile vendor statements.
- Created daily and weekly cash reports for accounting management.

- Posted receipts to appropriate general ledger accounts.
- Coded and entered invoices each day into the in-house accounting software which is Sage Accounting.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals.
- Facilitated successful internal and external audits through sound and thorough documentation.
- Trained new employees on accounting principles and company procedures not just in our hotel but other owned hotels by the company across the United States of America.
- Proactively researched technical tax issues related to consulting projects.
- Analyzed and researched reporting issues to improve accounting operations procedures.

**August 2017**

**Radisson Hotel Philadelphia Northeast  
Trevose, Pennsylvania USA**

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**February 2019**

**Staff Accountant/Accounting Supervisor**

- Assisted the Controller and the Regional Finance Director in financial reporting, month-end closing reports, general ledger reconciliation, and bank reconciliations.
- Recorded all business transactions and retained all accounting records.
- Posted, verified, and reconcile accounts payable, accounts receivable, expenses, payroll, and other ledger accounts.
- Prepared statements, invoices, and vouchers, and assist in preparing financial operations reports.
- Sorted, Reviewed, and verified the accuracy of Night Auditor work primarily cash, credit cards and accounts receivables aspect.
- Posted city ledger payments in property management system, reconciled and billed all city ledger accounts.
- Performed follow-up billing and credit collection documentation and inform Controller of any potential uncollectible accounts.
- Processed all approved invoices for payment and ensured all appropriate signatures and back-up attached.

- Paid all hotel invoices in a timely manner ensuring the accuracy of amount paid, account coding, invoice extension and that all discounts are taken.
- Handled all vendor inquiries and reconcile vendor statements.
- Created daily and weekly cash reports for accounting management.
- Posted receipts to appropriate general ledger accounts.
- Coded and entered invoices each day into the in-house accounting software which is Sage Accounting.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals.
- Facilitated successful internal and external audits through sound and thorough documentation.
- Trained new employees on accounting principles and company procedures not just in our hotel but other owned hotels by the company across the United States of America.
- Proactively researched technical tax issues related to consulting projects.
- Analyzed and researched reporting issues to improve accounting operations procedures.

**April 2016**

**Lifestyle Home Depot  
Ecoland, Davao City**

**Accounting Staff**

**June 2017**

- Recorded all business transactions and retained all accounting records.
- Posted, verified, and reconcile accounts payable, accounts receivable, expenses, payroll, and other ledger accounts.
- Prepared statements, invoices, and vouchers, and assist in preparing financial operations reports.
- Handled all vendor inquiries and reconcile vendor statements.
- Created daily and weekly cash reports for accounting management.

**June 2015**

**Home Development Mutual Fund  
On the Job Trainee**

**Davao City, Philippines**

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**September 2019**

- Encoded Member's Contribution

- Organized and Filed Member's Contribution
- Prepared labels and maintained files as needed within the department.
- Performed such other accounting as may be required from time to time.

## Education

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**April 2016**                      **Ateneo de Davao University**                      Roxas Ave., Davao City  
Bachelor of Science in Accountancy

## Awards

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- **Radisson Hotel Philadelphia Northeast's Employee of the Month – March 2018**
- **Dean's Lister – 2nd Honors S.Y 2011-2012**

## Certifications

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- **Certificate of Eligibility – Professional**  
Passed the Career Service Examination - Profession by the Civil Service Commission on October 18, 2015

## Affiliations

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- **Junior Philippine Institute of Accountants** - Executive Committee, 2012-2013
- **Accountancy Student Executive Council** - Team Leader, 2014-2015
- **Ateneo Filipino-Chinese Community** - Member 2014-2015

