

RICARDO D. ANDOY, JR.

Blk. 19 Lot 17 Oroville St., Granville Subd., Cat. Pequeño, Davao City

SSS Number 09-2068823-0 / TIN 930-185-981

E-mail Address : ribby_123008@yahoo.com, ribby123008@gmail.com

Cellphone Number : +63 923 852 1238 / +63 926 575 3118

Viber : +63923 852 1238



CAREER OBJECTIVE:

To be part of the team and perform the duties and responsibilities I am bound for the attainment of the company's vision, mission and goals.

QUALIFICATIONS:

- 19 years of extensive experience in Accounting, Auditing, Taxation and Finance Department from an entity that uses manual recording to an entity using an integrated accounting system.
- Oversees the whole section of Accounting Department from Accounts Payable section, Credit and Collection section. Monitor and maintain controls in every disbursement made.
- Good interpersonal skills and has the ability to work well with other people of various level in the organization.
- Proficient in Microsoft Office (word, excel and powerpoint).
- Prepare various monthly and annual comparative reports and do the highlights of the report.
- Payroll processing, bank reconciliation, prepare Financial Statements, Tax Computations for remittances and other government statutory remittances.

PROFESSIONAL EXPERIENCE:

COMPANY : SHANGHAI STAINLESS STEEL SUPPLY CORP. – is a wholesaler and retailer of stainless steel products.

- Position Title : **Internal Auditor**
Date Assigned : **March 01, 2021 to Present**
 - Evaluate financial documents for accuracy and compliance with government regulations;
 - Identify errors, loopholes and present findings and recommendations to upper management;
 - Document process and prepare audit findings memorandum.

COMPANY : COCOPALM AGRI GROUP, INC. – is a manufacturer and exporter of coconut products and an importer of palm olein.

- Position Title : **Bookkeeper / Accounting Supervisor**
Date Assigned : **November 13, 2012 to February 28, 2021**
 - Oversees accounting activities, accounts receivable, accounts payable, cash receipts, cash disbursements and month-end close activities;
 - Bank reconciliations and prepare financial report;

- Prepare, compute and facilitate e-gov payment through BIR-efps monthly and quarterly returns (VAT, Withholding Tax Expanded and Compensation, ITR), prepare and facilitate e-gov payment via accredited bank the loans and premiums (Social Security System, Home Development Mutual Fund, Philhealth Insurance Corp.);
- Facilitate annual renewal of business permit and Securities and Exchange Commission documentary reporting.

COMPANY : SHOPPING CENTER MANAGEMENT CORPORATION (SM SUPERMALLS)

- **SCMC – SM Lanang Premier**
 Position Title : **Warehouse (Fixed Assets & Supplies) Supervisor**
 Date Assigned : **July 06, 2012 – October 13, 2012**
 - Coordinating and supervising the mall's warehouse activities and overseeing the inventory of fixed assets and supplies, by receiving, storing and delivering items.

COMPANY : ACS FRESH FRUITS TRADING CO. – engaged in banana export.

- Position Title : **General Accountant**
 Date Assigned : **September 01, 2011 – May 18, 2012**
 - Manage all accounting transactions, prepare budget forecasts, bank reconciliation, compute and prepare tax returns and prepare financial statements.

COMPANY : WATERFRONT PHILIPPINES, INC. – operator of hotels and casinos.

- **Waterfront Insular Hotel Davao**
 Position Title : **Cost Analyst**
 Date Assigned : **July 01, 2009 – October 31, 2010**
 - Tracking and establishing product cost, conducting market surveys and analyzing changes in company cost;
 - Encoding and preparing receiving report on all company's purchases.
- **Waterfront Insular Hotel Davao**
 Position Title : **Payroll Assistant**
 Date Assigned : **April 01, 2007 – June 30, 2009**
 - Gathering and examining timesheets to ensure the correctness and validity of attendance before running the payroll system for compensation;
 - Check and examine as to the correctness of the employees' deductions (employees' contribution and loans, and withholding tax on compensation);
 - Compute employees' final tax at year end and prepare Certificate of Compensation Payment/Tax Withheld (BIR Form 2316).
- **Waterfront Insular Hotel Davao**
 Position Title : **Purchasing Assistant**
 Date Assigned : **September 01, 2006 – March 31, 2007**
 - Monitor stock levels and identify purchasing needs, search for potential vendors, track orders and ensure timely delivery, and conduct market survey to identify pricing trends.

- **Waterfront Insular Hotel Davao**
 Position Title : **Accounts Payable Clerk**
 Date Assigned : **November 01, 2005 – August 31, 2006**
 - Ensure timely payments to suppliers of goods and services and control expenses by receiving, processing, verifying and reconciling invoices;
 - Maintains subsidiary ledgers by verifying and posting accounts transactions;
 - Reconcile process work by verifying and comparing reports to balances.

- **Waterfront Insular Hotel Davao**
 Position Title : **Night Auditor**
 Date Assigned : **April 01, 2003 – October 31, 2005**
 - Perform audit procedures on reported revenues as reflected in support documents, systems records and other pertinent reports;
 - Prepare the final night audit maintenance and the night audit report of daily revenue.

- **Waterfront Insular Hotel Davao**
 Position Title : **Accounts Payable Clerk**
 Date Assigned : **April 06, 2002 – March 31, 2003**
 - Ensure timely payments to suppliers of goods and services and control expenses by receiving, processing, verifying and reconciling invoices;
 - Maintains subsidiary ledgers by verifying and posting accounts transactions;
 - Reconcile process work by verifying and comparing reports to balances.

SKILLS:

- Competent in Sun System Accounting, Micros Fidelio for Inventory, **BIR eFPS, Form 2305 Data Entry Module, Relief and Alphalist Data Entry Program, SSS Program, Philhealth Program (eprs)** and Microsoft Word, Excel and Powerpoint, basic on Quick Books and SAP.

SEMINARS AND TRAININGS (w/ certificates):

- **Drug-Free Workplace Assessment Team Training (City Anti-Drug Abuse Council)**
 8F Community Center, Ateneo de Davao University, Davao City
 September 24 & 25, 2019

- **Tax Reform 2018: Ready to board the TRAIN?**
 Seda Abreeza Hotel, J. P. Laurel Ave., Davao City
 January 25, 2018

- **Making VAT Work For You (Punongbayan & Araullo)**
 Seda Abreeza Hotel, J. P. Laurel Ave., Davao City
 June 10, 2015

- **Assuring Internal Control In Business (Punongbayan & Araullo)**
 Seda Abreeza Hotel, J. P. Laurel Ave., Davao City
 June 05, 2015

- **A Quick And Dirty Look At Detecting And Preventing Fraud (Punongbayan & Araullo)**
 Seda Abreeza Hotel, J. P. Laurel Ave., Davao City
 August 29, 2014

- **Navigating The Withholding Tax Maze (Punongbayan & Araullo)**
Seda Abreeza Hotel, J. P. Laurel Ave., Davao City
August 19, 2014
- **Handling Tax Assessments (Punongbayan & Araullo)**
Seda Abreeza Hotel, J. P. Laurel Ave., Davao City
June 06, 2014
- **Tax Updates Seminar : No New Taxes but New Interpretations (Punongbayan & Araullo)**
The Grand Regal Hotel Davao, Lanang, Davao City
February 07, 2013
- **Bomb Identification, Detection and Threat Awareness Training (Task Force Davao)**
Waterfront Insular Hotel Davao, Lanang, Davao City
February 08, 2008
- **First Aid and Basic Life Support Training Course (Central 911)**
Waterfront Insular Hotel Davao, Lanang, Davao City
September 05 – 07, 2007
- **Work Life Balance Seminar**
Waterfront Insular Hotel Davao, Lanang, Davao City
June 18 – 19, 2007
- **Basic Firefighting / Fire Ground and Rescue (BFP XI)**
Waterfront Insular Hotel Davao, Lanang, Davao City
May 03 – 04, 2007
- **Philippine Protocol Practices Seminar**
Waterfront Insular Hotel Davao, Lanang, Davao City
September 27, 2006
- **5S Seminar Workshop “Japanese Housekeeping”**
Waterfront Insular Hotel Davao, Lanang, Davao City
July 28, 2006
- **Basic Security and Safety Training**
Waterfront Insular Hotel Davao, Lanang, Davao City
July 17 – 18, 2006
- **Gracious Customer Care Seminar Workshop**
Waterfront Insular Hotel Davao, Lanang, Davao City
July 10, 2006
- **Understanding Cross-Cultural Differences Workshop**
Waterfront Insular Hotel Davao, Lanang, Davao City
March 23, 2006

EDUCATION:**Bachelor of Science in Accountancy**

Holy Cross of Davao College
Sta. Ana Avenue, Davao City
October 2001

University of Southeastern Philippines (USEP)

Bo. Obrero, Davao City
March 1997

Davao City SDA Elementary School

Km. 5 Palm Drive, Bajada, Davao City
March 1993

AWARDS:

Model Employee of the Quarter (nominee)
Waterfront Insular Hotel Davao, Lanang, Davao City
March – May 2007

BRIEF PERSONAL INFORMATION:

Date of Birth : November 12, 1980
Civil Status : Married
Nationality : Filipino
Place of Birth : Davao City
Religion : Roman Catholic
Height : 5'6''
Weight : 181 lbs.

REFERENCES:**Arlene S. Castardo**

Bookkeeper, Cocopalm Agri Group, Inc.
+63923 358 3990

Mr. Napoleon I. Rocero, CPA, MBA

Businessman
+63942 143 6192

Engr. Fernan U. Maturan, REB

CEO, Philippines Property Providers, Inc.
+63933 569 8733