Personal Profile

Name
Ariston B. Tumlos

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Blk 4 Lot 13 East Homes 2,
Brgy. Estefania, Bacolod City
Negros Occidental,
Philippines, 6100

Phone Number
09674485415

Email
aristontumlos@yahoo.com

Date of Birth
02/22/1980

Place of Birth
Bacolod City

Gender
Male

Nationality
Filipino

Marital Status
Married

Interest

- Travel
- Theater
- Teams or Individual Sports

Languages

English	★★★★★
Spanish	★★★
Portuguese	★★★
Kiswahili	★★★
Filipino	★★★★★

ARISTON B. TUMLOS

Resourceful in the completion of work, effective at multi-tasking, detail-oriented efficient & organized professional with extensive experience in accounting systems and inventory. Have a strong analytical and problem-solving skills, with the ability to make well thought out decisions. Good in written and verbal communication skills. Highly trustworthy, respectful and ethical.

WORK EXPERIENCE

Mar. 2021 – Oct. 2021 **Warehouse/Logistics**
Pegasos Express, Malabo, Equatorial Guinea
Ø Organizing and managing inventory, storage, and transportation, also reviewing, preparing, and routing purchase orders. Moreover, overseeing all supply chain operations.
Ø Maintained supply inventory database, updating the materials, supplies, and equipment. Generate a report for inventory levels & determine re-order activity & usage rates

Oct. 2017 – Feb. 2021 **Accountant/Warehouse/Procurement**
Espiga D' Ouro Lda Maputo, Mozambique
Ø Management of Accounts Receivables and Accounts Payables and ensuring proper accounting and timely collection of funds and follow-up with a business group for customer outstanding.
Ø Maintain balances of subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
Ø Management of Accounts Receivables and Accounts Payables and ensuring proper accounting and timely collection of funds and follow-up with the business group for customer outstanding.
Ø Responsible for receiving and issuing of prod. Stocks and warehouse inventory.
Ø Procurement of Local and Import merchandise.

Jan. 2017 – Sept. 2017 **Accounting/Payroll Officer**
Asfamos Construction Bacoor, Cavite
Ø Preparation of P &L, balance sheet & cash flow; Prepare & submit statutory & all taxes online; Responsible for checking monthly payroll; Monitor timesheet, leave balances & payroll;
Ø Prepare monthly report of withholding taxes (expanded & compensation) & prepare a request for payment; Monitor & prepare journal vouchers for Advance to affiliates; Prepare payment for all permits and suppliers;

Feb. 2014 - July 2016 **Accountant**
Polysack Limited, Nairobi, Kenya
Ø Oversee the accounting and finance department; Check and develop/improve on controls; Install control system in stocks, debtors, collections, creditors, and bank reconciliation; Cash flow management and improve on collections; Provide ways of increasing sales volumes with the sales staff; Improving and installing a system for control and compliance; Intercompany reconciliations and confirmations; Payment of all statutory dues on time; Accounting software analysis and security;

Achievement

October 2007 - Civil Service Eligibility Professional Exam Passed

Seminars/Trainings

Dec. 13-17, 2021 > BOOKKEEPING WITH QUICKBOOKS ONLINE

Sept. 18-19, 2013 > PROBLEM ANALYSIS & DECISION MAKING

May 16-17, 2013 > BASIC SUPERVISORY SKILLS WORKSHOP

May 15, 2013 > INTERACTION SKILLS FOR SUCCESS WORKSHOP

April 23, 2013 > CUSTOMER SERVICE SEMINAR

Nov. 27-29, 2012 > FACILITATING LEARNING WORKSHOP - (TRAIN THE TRAINERS)

July 27-30, 2012 > ANTI-MONEY LAUNDERING ACT

March 11- 12, 2011 > BUSINESS QUALITY TRAINING

March 10, 2011 > CUSTOMER SERVICE SEMINAR

August 2-3, 2007 > WORK-LIFE BALANCE WORKSHOP

April 7-8, 2006 > ANGER MANAGEMENT SEMINAR

Oct. 18-19, 2005 > FIRST AID AND BASIC LIFE SUPPORT

Check and review accounts payable transactions to ensure compliance with policies and procedures; Review liquidation of petty cash, cash advances and other revolving fund; Prepare, analyze & present the company's financial statements, bank reconciliations, daily cash position & weekly expenses; Establish & coordinate with depository banks & the monitoring of company accounts; Verify bank balances & propose transfer, correction and maintain account conformity with bank requirements; Authorization of sales invoices; Provide workable and achievable budgets and targets; Controlling of cost; System audit and procedures; Liaise with internal auditors; Work closely with other functions of the company production, sales, distribution and purchasing;

July 2010 – Feb. 2014

Business & Client Relationship Manager
P. J. Lhuillier (Cebuana Lhuillier)-
Bacolod City, Negros Occidental

Ø Maintains customer and employee contact on the work area to ensure that quality service is being applied; Conducts performance evaluation of his or her team associates and encourages them to do better in the office; Gives merit to an employee who has done a big contribution in sales and operation in order for others to follow the example; Creates a program that could help his or her associates in doing a better job and actively participates in it; Building and maintaining relationships with clients and key personnel within customer companies; Conducting business reviews to ensure clients are satisfied with their products and services; Letting customers know about other products the company offers; Set some standards when it comes to giving satisfaction to customers; Handles the cases of some customer complaints which have been escalated from the supervisors; Formulates strategies to be used in the long-term financial plans for properties of the Company; Researches different factors that influence business financial performances; Develops good working relationships with professionals such as bankers, auditors or statutory organizations for the benefit of the Company; Conducts daily sales and operation assessments and monitors every transaction made in the business; Ensures the growth of the business branch and is committed to its success; Send reports to the HO and give them updates of the business status; Determines and develops the annual budget for the daily expenses of the business branch;

July 2004 - June 2010

Area Treasury
P. J. Lhuillier (Cebuana Lhuiller)
Bacolod City, Negros Occidental

Ø Closely coordinates with the Branch Operation Manager to ensure that ideal cash balance is maintained and that it can sufficiently cover branch daily transactions; Checks remittances from the Head Office; Prepare cash transfer slip and inform Branch Cashier; Transfers cash to branches

Skills

- Microsoft Excel
- Microsoft Word
- Microsoft Power Point
- Quickbooks ERP System
- Tally ERP System
- Dolphin ERP System
- Peachtree ERP System
- Recording, Filing, Typing
- Finance, Cost & General Accounting
- CAD POS Software

References

Jaymar Relota
Plant Manager
Koll Company Incorporated
09175438115

Vivian Espinosa
Teacher
Isabela National High School
09428758104

depending on their cash position; Remit cash to individual branches and get cash in excess; Encodes petty cash voucher to the Integrated System; Releases cash to requisitioners; Prepare checks and check voucher; Prepares revolving fund expense summary; Handles bank deposits and withdrawals for the area; Deposit excess area cash to the bank; Reconciles the bank balance of the area with the recorded transactions and with the Head Office Division of the Management Services Company; Files validated deposit slip, cash transfer slip, petty cash voucher & OR; Prepares and send weekly report to accounting;

Sept. 2001 - July 2004 **QC/ Wastewater Operator**
Tanduay Distillers Inc.
Murcia, Negros Occidental
Perform all aspects of sampling, monitoring and testing required to maintain compliance with DENR and local regulations governing; Assist with the installation and inspection of new sewer lines and services; Perform the installation, maintenance and repair of the physical plant and pump stations and all of their components; On call to respond to emergencies and breakdowns at the plant and pump stations; Conduct the necessary weekend checks of the treatment plant on a rotating basis; Perform all work in conformance to Occupational Safety and Health Act regulations; Maintain open communications with the Chief Operator regarding the treatment process and pump stations operation and malfunctions, as well as make recommendations for repairs and improvements.

Education and Qualifications

Post Graduate

June 2012 - March 2014 **Master in Business Administration**
Carlos Hilado Memorial State College-FT
Graduated

June 2005 - March 2007 **Master in Public Administration**
Carlos Hilado Memorial State College-Talisay Campus
Under Graduate (18 units)

Tertiary

June 1996 - March 2000 **Bachelor of Science in Accountancy**
Carlos Hilado Memorial State College-FT
Graduated

Secondary

June 1992 - March 1996 **Negros Occicdental High School**

Primary

June 1986 - March 1992 **Apolinario Mabini Elem. School I**