



MEHELLE ABUAN LUMAGUE

ACCOUNTING/HR OFFICER

#207 Tuddingan, Naguilian, La Union, Ph | (0946) 4966272 | lumaguemechelle@gmail.com

EXPERIENCE

January 2020-May 15, 2022

Branch Control Officer

GMBANK OF LUZON, INC.
La Union, Philippines

- Serves as an operation manager of the branch
- Maintains daily transaction reports
- Prepare Monthly Reports of Bank Reconciliation, Trial Balance, Inventory, Income Statement, Receivable Schedules and Payables
- Assist in facing clients for the account opening of deposits and loans
- Market /promote deposits and loans for high portfolio

Jan 4, 2018-Jan 23, 2020

Budget Assistant/Clerk II

Department of Public Works and Highways
La Union 2nd District
La Union, Philippines

- Reporting of cash disbursement per obligation
- Maintain Project Cost Sheet
- Assigning of memo request no. per obligation
- Perform any other clerical works

Aug 2015-Aug 2 017

Project HR/Payroll Accounting Officer

Kyeryong Const. Co. Ind't Ltd. & RD
Policarpio & Co. Inc. JV
Ilocos Sur, Philippines

- Staffing & Employee Counseling
- Posting and Initial Interview of applicant for vacancy
- Prepare daily report for new employees
- Conduct orientation to all new employees
- Prepare payroll (Includes Withholding Taxes Report-Alpha List)
- Attendance Monitoring
- Prepare new policies/ rules for the employees welfare
- Everyday meeting with all the maintenance and field workers for safety includes engineers and staff
- Sets new standards, goal and benefits of the employees
- Checking of daily OT requests
- Keeper of all the HR request and contracts
- Banks Coordinator/ Financial Coordinator with consultant

Dec 2013-May 2014

Marketing Officer

VICTO National Cooperative Federation –
Luzon Branch
La Union, Philippines

- Market all the primary cooperatives to be a VICTO member
- To promote the real duties of secondary cooperatives
- Coordinating with all the cooperatives to join to our education training and program

Feb 2011-Feb 2013

Bookkeeper/ Acting Accountant

Producers Savings Bank
La Union, Philippines

- Prepare daily transaction report for both cash and loans
- Checking of all reports for all departments
- Preparing Weekly Reports
- Preparing all marketing reports
- Serves as Internal Auditor
- Prepare reports for inventories monthly and weekly
- Prepare all financial reports monthly
- Prepare all daily accounting entries to the system
- Check all ICC/ Checks handled by cashier
- Prepare all the rediscounting reports
- Prepare all reports on new accounts

Nov 2010-Feb 2011

Marketing Assistant

Forestlake Memorial
La Union, Philippines

- Checking of all billings before due date
- Preparing Weekly Reports
- Preparing all marketing report
- Prepare reports for inventories monthly and weekly of Real Estate

SKILLS

- Adaptability /Flexibility
- Payroll generation – manual, system
- People handling
- Coordination and communication
- Employee/Executive Relations and Presentations
- Marketing
- Microsoft Application hands-on (MS Word, Excel, Powerpoint)
- Financial reporting
- Leadership
- Self Motivation
- Professionalism
- Planning/Organizing Skills

AWARDS/ELIGIBILITY

Best Employee Award

Kyeryong Const. Co. Ind't Ltd. & RD Policarpio & Co. Inc. JV
June 2016

CS Professional Eligible

CPA Reviewee

EDUCATION

Bachelor of Science in Accountancy

Union Christian College
La Union, Philippines
Year Graduated: March 26, 2010

- Best in Feasibility Study (2010)
- Chess Varsity (2006-2010)
- Young Chess Master Club- President (2009-2010)
- Junior Phil Institute of Accountant Member

REFERENCES

Helen O. Yaba

Budget Officer
Department of Public Works and Highways
Naguilian Second Engineering District

Loribel Tadina

Branch Manager
Producers Savings Bank
La Union, Philippines
(072) 888-6860

Jae Hong Kim

Project Manager
Kyeryong Policarpio JV
La Union, Philippines