

**ERNESTO W. GUINTO JR.**  
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**OBJECTIVES:**

- To obtain challenging position in a high quality environment where my resourceful experience and academic skills will add value to organization operations.

**SKILLS:**

- Computer Skills – SAP, Google Drive, MS Office, Systems Al-Ameen, Microsoft AX (ERP) and Microsoft Dynamics NAV 2009
- Highly trustworthy, discreet and ethical.
- Resourceful in completion of projects, effective at multi-tasking.
- Ability to establish and to maintain effective relationships with employees and clients.
- Good administration and coordination skills.
- Excellent analytical and mathematical skills.

**PERSONAL DATA:**

Place of Birth : Mexico, Pampanga, Philippines  
Age : 41 years old  
Date of Birth : February 16, 1981  
Citizenship : Filipino  
Civil Status : Married  
Language Spoken: English, Filipino

**EDUCATIONAL BACKGROUND:**

	<b>School Attended</b>	<b>Inclusive</b>
<b>Date</b>		
<b>Tertiary:</b>	<b>DATA College</b> <i>Degree: Bachelor of Science in Accountancy</i> Sto. Niño, City of San Fernando, Pampanga	A.Y.1997-2001
<b>Secondary:</b>	<b>St. Joseph's Academy</b> San Antonio Mexico, Pampanga	A.Y.1993-1997
<b>Primary:</b>	<b>San Antonio Elementary School</b> San Antonio Mexico, Pampanga	A.Y.1987-1993

## **EMPLOYMENT RECORD:**

Position: **ACCOUNTING OFFICER**  
Duration: February 2022 – Present  
Company: Italian Thai Development Public Company Limited  
MCRP Building Coastal Road, San Dionisio, City of  
Parañaque NCR Fourth District, Philippines

### **Duties and Responsibilities:**

- Prepares the subcontractors billing in SAP Accounting System.
- Prepares the Billings for Rentals such as equipment and land rental in SAP System.
- Prepares the monthly utility billings, electric, water, and internet/telephone bills in SAP System.
- Prepares the billings for the consultants in SAP System.
- Prepares the AP Down Payment for the suppliers.
- Prepares the GRPO, AP Invoice, and Outgoing Payments in SAP System.
- Prepares the Subcontractors' schedule for monitoring.
- Prepares the certificate of Creditable Tax withheld at source 2307 for the subcontractors, suppliers, and consultants.
- Released the checks of the subcontractors, suppliers, and consultants.
- Does related work.

Position: **PROJECT ACCOUNTANT**  
Duration: March 2019 – February 2022  
Company: R-II Builders, Inc.  
136 Malakas St. Diliman, Quezon City

### **Job Description:**

- Costs of Materials Receiving Report as per Purchase Order (P.O.).
- Costs the Materials issued by the Warehouseman.
- Prepares the monthly Materials Receiving Report Summary.
- Prepares the monthly Inter-project report of the Incoming Receipt Report Summary and Outgoing Receipt Report Summary.
- Prepares the monthly Materials Inventory Report Summary.
- Prepares the summary of weekly replenishment of the Petty Cash Fund.
- Check the Sub-Contractors' billing payment certificate.
- Check the suppliers' billing.
- Audits the Petty Cash of the Project Cash Custodian.
- Issues check payment of the Suppliers and Subcontractors.
- Does related work.

Position: **PROJECT ACCOUNTANT**  
Duration: April 2017 – February 2019  
Company: New City Builders Inc.  
101 Topaz Building, Kamias Road, Quezon City

**Job Description:**

- Updates the monthly Consolidated Cash Flow of all the projects of the company.
- Updates the Monthly Disbursement, Payables, PDC'S in Consolidated Cash Flow.
- Updates the Actual Cash In (Billing collection of the Projects) and Actual Cash Out (Payments) of all the projects in Consolidated Cash Flow.
- Checks the Actual Accomplishment in the Cash Flow based on the submitted billing/s to the client.
- Checks the projected amount versus to the cost to complete from Engineering Department and also the Budget of the project.
- Updates the Variance Report of Engineering Department in consolidated Cash Flow.
- Checks the Daily Time Record of the Staff and Laborers.
- Checks the MRR (Materials Receiving Report) and inventories prepared by the Warehouseman.
- Does related work.

Position: **PROJECT ACCOUNTANT**  
Duration: March 2014 – January 2017  
Company: UCC Urbacon Trading & Contracting  
P.O. Box 201184 Doha, Qatar

**Job Description:**

- Posts the petty cash of different projects to systems Al-Ameen and Microsoft AX (ERP).
- Prepares the payment certificate of the subcontractors in system Al-Ameen and Microsoft AX (ERP).
- Checks the attachment of payment certificate of the Subcontractors and Services Charges : original invoice, P.O. purchase order attachment and the approval of the signatories.
- Prepares Debit Note and Credit Note to projects accounts.
- Updates cost to complete of the project.
- Prepares bank payment request of petty cash fund and payment certificate of the subcontractors.
- Prepares petty cash reconciliation.
- Checks the P.O. purchase order if there is a condition against bank guarantee especially if Advance Payment before we process.
- Prepares Petty Cash Expenses Summary in the Project.
- Checking the Payment Certificate and Quantity Executed Sheet prepared by Project Quantity Surveyor.

- Checking the Invoices from Suppliers and Subcontractors.
- Checking the (SRV) Store Receipt Voucher prepared by Storekeeper and verify the attached original Delivery Note.
- Monitor the Advances of the Subcontractors and Suppliers.
- Coordinate with Finance Department regarding the payments for Suppliers and Subcontractors.
- Checks the attachments of Payment Certificate of the Subcontractors, Suppliers and Services Charges if there is a complete attachment of original invoices, Purchase Orders or Contracts and the approval of the signatories.
- Does related work.

Position: **PROJECT ACCOUNTANT**  
 Duration: August 2013 – December 2013  
 Company: Sta. Clara International Corporation  
 54 Plaza 986 EDSA Wack wack, Mandaluyong City

**Job Description:**

- Prepares check voucher and checks for suppliers, subcontractors and 13<sup>th</sup> month pay of personnel.
- Prepares accounts payable vouchers for advances or prepayment for suppliers.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Verify all invoices, delivery receipts and other documents before booking the transactions to prepare unposted APV's accounts payable voucher.
- Encodes the payroll of staff personnel and workers.
- Responsible for administration of day to day financial needs of ongoing project.
- Prepares replenishment of expenses in the project.
- Follow-up payments of suppliers, sub-contractors, and monthly dues.
- Does related work.

Position: **PROJECT ACCOUNTANT**  
 Duration: October 2005 – July 2013  
 Company: R-II Builders, Inc.  
 136 Malakas St. Diliman, Quezon City

**Job Description:**

- Costs of Materials Receiving Report as per Purchase Order (P.O.).
- Costs the Materials issued by the Warehouseman.
- Prepares the monthly Materials Receiving Report Summary.
- Prepares the monthly Inter-project report of the Incoming Receipt Report Summary and Outgoing Receipt Report Summary.
- Prepares the monthly Materials Inventory Report Summary.
- Prepares the summary of weekly replenishment of the Petty Cash Fund and the Revolving Fund in the Project.

- Prepares and check the weekly Man hour Payroll.
- Prepares the weekly request for payment of Subcontractors billing.
- Prepares Request for Payment of Manhour Payroll.
- Does related work.

Position: **PROJECT ACCOUNTANT**  
 Duration: September 2002 – September 2005  
 Company: Hilmarc's Construction Corporation  
 1835 E. Rodriguez Sr. Ave., Quezon City

**Job Description:**

- Handles of Project's Funds.
- Prepares the Summary of Expenses of the Project.
- Prepares the Sub-Contractors Billings.
- Prepares the Suppliers Billings.
- Prepares of Payroll for Admin laborers.
- Prepares and issues payment for Sub-Contractors and Suppliers.
- Distribution the Payroll of Admin laborers
- Does related work.

Position: **WAREHOUSEMAN**  
 Duration: August 2001 – August 2002  
 Company: Hilmarc's Construction Corporation  
 1835 E. Rodriguez Sr. Ave., Quezon City

**Job Description:**

- Responsible for the safekeeping of materials.
- Updates the stock cards Incoming and Outgoing materials.
- See to it that the deliveries of the materials are in exact quantity as per monitoring and also in good quality.
- Issuing materials to the contractor's representative.
- Does related work.

*I hereby certify that the information given in this document are true and correct to the best of my knowledge and abilities.*

Ernesto W. Guinto Jr.