

## **DIVINE GRACE SANTOS LADRINGAN**

32 Perla Street, Pasay City, Philippines 1300

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### ***OBJECTIVE:***

A highly motivated Accountant with vast knowledge and accounting abilities, and is capable of covering treasury management, seeking to join an esteemed organization, which allows me to invest my knowledge to benefit the organization.

### ***CAREER PROFILE:***

- Detail-oriented, efficient and organized professional with extensive experience in accounting.
- Have strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Resourceful in the completion of projects, effective at multi-tasking.

### ***EMPLOYMENT BACKGROUND:***

**TREASURY HEAD** –August 15, 2016 to Present

**Riches Water Refilling Co.**

1372-B Apolinario Street, Makati City

- Daily management of cash and debt (monitoring of daily bank balances).
- Preparation of weekly and monthly cash position and forecast.
- Efficient implementation of budgets and good management of financial resources.
- Develop, optimize and implements cash management's operational strategies.
- Manage and supervise store and office staff.
- Direct staff in maintaining of customer relations.

**TREASURY HEAD** – May 15, 2015 to July 04, 2016

**Sanyo Seiki Stainless Steel Corporation**

2801 World Trade Exchange, 215 Juan Luna Street, Binondo, Manila

- Daily management of cash and debt (monitoring of daily bank balances).
- Preparation of weekly and monthly cash position and forecast.
- Efficient implementation of budgets and good management of financial resources.
- Develop, optimize and implements cash management's operational strategies.
- Manage liquidity and investment of excess funds.
- Ensure payment to supplier base on contract terms.
- Management of bank accounts.
- Cash Flow and working capital management.

- Bank operating relationship.
- Monitoring of company bank loans and financial loans (PN, TR and LC)

**ACCOUNTING MANAGER** – May 13, 2013 to February 28, 2015  
**Gore Street Talent Production**, Macapagal Avenue, Pasay City

- Daily management of cash and debt.
- Daily sales report.
- Prepare weekly and monthly financial statement.
- Manage and supervise park operation.
- Direct staff in maintaining of customer relations.
- Review and develops new policies.
- Account analysis and reconciliations.
- Process the accounts payable and for payments.
- Bookkeeping.
- Payroll.
- Checking of tax compliances.

**TREASURY ADMINISTRATOR** – January 12, 2009 up to March 3, 2013  
**Rainmaker Asia Inc.**, 2/F The Square, Greenfield District, Mandaluyong City

**A. Cash Management**

- Daily management of cash and debt (monitoring of daily bank balances).
- Preparation of weekly and monthly cash position and forecast.
- Efficient implementation of budgets and good management of financial resources.
- Develop, optimize and implements cash management's operational strategies.
- Manage liquidity and investment of excess funds.
- Ensure payment to supplier base on contract terms.
- Management of bank accounts.
- Cash Flow and working capital management.
- Bank operating relationship.
- Account analysis and reconciliations.
- Confirmation with clients on the collection schedule.
- Development and maintenance of bank, client and supplier relationship.
- Monitoring of Intercompany loans and interest.
- Monitoring of company bank loans and financial loans.

**B. Other Task**

- Preparation of weekly accounts Receivable aging.
- Weekly review of accounts payable aging.
- Preparation of journal entries for bank transfer, recording of interest, receipt of service fee, telco and miscellaneous items, and others related to cash.
- Review and develop existing controls and systems for all treasury functions.
- Coordinates electronic bank systems.

- Handles Petty Cash Fund.
- Handles receipt of other cash related transaction.
- General accounting task.
- Statutory task (ex. PEZA, Sox Audit and Cityhall requirements).

**ACCOUNTING OFFICER** – October 2005 to November 2008

**Photo Exchange Inc.**, G/F Shell House, 156 Valero Street, Makati City

- Handle and prepare financial for yearly, quarterly and monthly report.
- Conducts Bank Reconciliation.
- Preparation of government requirements (BIR, SSS, HDMF and Philhealth).
- Preparation of journal entries and adjusting entries.
- Process the accounts payable and checks for payment.
- Monitoring of daily bank balances.
- Weekly aging of Accounts Receivable and Accounts Payable.
- Bookkeeping.
- Handle monthly inventories.
- Handles Petty Cash Fund.

**ACCOUNTANT / OFFICE SUPERVISOR** – February 2001 to September 2005

**Photo Exchange Inc.**, G/F Shell House, 156 Valero Street, Makati City

**A. General Accountant**

- Handle and prepare financial for yearly, quarterly and monthly report.
- Conducts Bank Reconciliation.
- Preparation of journal entries and adjusting entries.
- Process the accounts payable and checks for payment.
- Monitoring of daily bank balances.
- Weekly aging of Accounts Receivable and Accounts Payable.

**B. Office Supervisor**

- Manage and supervise store and office staff.
- Direct staff in maintaining of customer relations.

**AUDITOR** – January 2001 to February 2001

**Trackline Corporation**, Unit B, Trackline Bldg., 6197 Gabaldon Street, Makati City

- Bookkeeper.
- Part time job, assist in preparation of business retirement.
- Part time audit for business closure.

**AUDITOR** – March 1999 to October 2000

**Cabanero Katigbak Clement & Co. CPA's**, 4F Saville Bldg., Paseo de Roxas, Makati

- Performs financial and operational audits throughout the company to provide management with objective analysis of activities.
- Develops audit plan, identifying areas of potential internal control and areas for improving operational efficiency.
- Review audit work papers and reports to ensure appropriate documentation and support.
- Serves as a consultant to management staff on internal control and operating issues.
- Bookkeeper.
- Prepare financial statement.
- Perform cash audit.
- Internal Auditor.
- External Auditor.

***EDUCATIONAL BACKGROUND:***

- **BACHELOR OF SCIENCE IN ACCOUNTANCY** – graduated October 1999  
**Philippine Christian University**, Taft Avenue, Manila
- **HIGH SCHOOL** – graduated March 1995  
**Southeastern College**, Pasay City
- **ELEMENTARY** – graduated March 1991  
**Lapulapu Elementary School**, Abad Santos, Metro Manila

***QUALITIES AND SKILLS:***

Outstanding deep operational knowledge of Microsoft office, LN ERP, Quickbooks, Platinum Software, and ability to learn new applications rapidly.

***PERSONAL BACKGROUND:***

Date of Birth : May 09, 1978

Civil Status : Married

Spouse Name : Carezon Masong Ladrangan

Child's Name : David Clarence S. Ladrangan

Date of Birth: September 14, 2006

Cedric John S. Ladrangan

Date of Birth: May 26, 2008

Religion : Christian

**SEMINARS ATTENDED:**

- Advanced Excel – September 29, 2015  
I am Training, Makati City
- Introduction to SAP – February 05, 2010  
ABM International, Makati City
- Simple Bookkeeping for VAT Registered – October 20-21, 2008  
Bureau of Internal Revenue RDO 39, Quezon City
- Expanded Value Added Tax – July 15-16, 2008  
Bureau of Internal Revenue RDO 39, Quezon City
- Financial Statement Responsibility – March 15-17, 2008  
Bureau of Internal Revenue RDO 40, Quezon City
- Income Taxation – January 5-7, 2008  
Bureau of Internal Revenue RDO 40, Quezon City

**REFERENCES:**

- Ruben E. Camongol  
Business Owner – Water Station  
Tel. No. 736-9040
- Gloria Zagada  
Accountant - Sanyo Seiki Stainless Steel Corp.  
Cell. No. 0936-8818626
- Pearl Bayud  
General Manager – Gore Street Production  
Cell. No. 0999-9640038