

Emmanuel S. Cabalfin

Unit 17A6 Victoria Tower Station 1
EDSA Kamuning, Diliman Quezon City Philippines
Mobile +63916-621-1148
E-mail: emmanuel.cabalfin@gmail.com



OBJECTIVE

To obtain a position that will enable me to use my organizational skills, educational background, and ability to work well with other people. . To build a long- term career in my profession with opportunities for career growth.

EDUCATION

Tertiary	Bachelor of Art Major in Legal Management UNIVERSITY OF SANTO TOMAS España Boulevard, Sampaloc, Manila	2007 - 2014
Secondary	Marcelo H del Pilar National High School Malolos, Bulacan	2004 - 2007
Primary	Barasoin Memorial Elementary School Malolos, Bulacan	1996 - 2004

WORK EXPERIENCES

Administrative Assistant V **July 25, 2019 - Present**
Philippine Statistics Authority
East Avenue, Quezon City

- Assist in drafting of letters, memorandum, formal charge, contract, pleading, decision, and other legal matters
- Assist in conducting investigation of administrative cases
- Reviews petition for correction of clerical error and/or change of first name under Republic Act 9048
- Conducts legal research and;
- Performs other tasks that may be assigned by Supervisor/s

Finance Associate 1 **August 2018 – February 2019**
Aprisa Business Process Solution, Inc.
(An AyalaLand Company)
Sta. Cruz, City of Manila

- (AP)Accounts Payable
- (AR) Accounts Receivable
- (GL) General Ledger

- Create Contract number, Create Business partner, Create Mother company and Create Contract Signatory by using SAP
- Review the analysis of difference in accounting records and the suppliers' statement of accounts
- Review the suppliers' invoices and check veracity of authorized signatories
- Review and up-date financial reports
- Clearing of vendor accounts
- Checks and reviews all billings of the company and prepare the necessary accounting entries to be posted in purchases journal and check disbursement journal.
- Ensures that these billings are properly supported with P.O, contracts or agreements, and duly signed request for payment.
- Handles issuance of Official Receipts to clients
- Responsible in managing and documenting of files
- Bank reconciliation matches the cash balance on the company's books to the corresponding amount on its bank statement

Badminton Head Coach

November 2017 – July 2018

La Consolacion University Philippines
Malolos City, Bulacan

- Manage, lead and teach the Elementary level, High School level and College level, lessons program, including direction of assistant coaches
- Create a positive learning environment for coaches, elite players and recreational players to improve their skills and abilities
- Review and monitor training and practice sessions
- Lead group and individual badminton lessons, develop and implement new training strategies, tactics, and schedules
- Motivate and encourage players at training and/or competition. This includes being an active and inspiring role model for the sport of badminton

Contract and Collation Support

January 2017 – July 2017

Amicassa Process Solutions, Inc.
(An AyalaLand Company)
Market Market, Bonifacio Global City, Taguig

- Preparation of client's full property contract
- Receive, collate, and review documents for housing loan application
- Monitor accounts eligible for conversation from Contract to Sell (CTS) to Real Estate Mortgage
- Collate documents for transfer
- Prepare request for payment for Registry of Deeds (RD), Documents Stamp Tax (DST), and transfer payment
- Delivery of Condominium Certificate of Title (TCT) to RD for transfer and annotation of REM
- Prepare of eligible accounts
- Request for the copy of CTS
- Prepare documents for docketing
- Prepare accounts ready for delivery
- Monitor release of loan proceed
- Support and assist with Accounts Receivable and Collection functions
- Follows up on aged accounts receivable
- Entertain guests/customers at the showroom
- Receiving telephone calls and handling buyer's inquiries
- Coordination with sellers regarding project updates/announcements
- Contract preparation
- Collation of documents/annexes
- Preparation and sending of documents to buyers through courier

Random Manual Auditor**April 2016 – August 2016**

(Staff at Office of the Commissioner)

Commission on Election

Intramuros, Manila City

- Serves as a member of an audit team
- Do legal research, draft letters, pleadings, contract and other legal documents
- Obtains data relevant to area being audited
- Participates in discussions with audit clients
- Maintains security and accountability of classified information
- Researches applicable laws, directives, regulations, manuals, prior studies, and audit reports.

Sales Executive**May 2014 –March 2016**

Wall Deco Enterprises

Quezon City

- Negotiate contract.
- Maitain accurate records of existing and prospective client, including current sales activities with each
- Take part in identifying product improvement or coming up with new product
- Perform related responsibilities
- Maitain relationship with client by providing support, information, and guidance
- Servicing the need of your existing customer
- Attend biddings and other project opportunities
- Identifies product improvements or new products by remain current industry trends, market activities, and competitors
- Prepare sales report

HR Assistant (On-the-Job Training)**200 Hours**

Human Resource Management Division (HRMD)

Office of the Solicitor General

Legazpi Village, Makati City

SKILLS**Hard Skills:**

- Excellent in using Microsoft Office (MS word, MS PPT, EXCEL)
- Knowledgeable in SAP
- Good in written communication skills
- Able to manage time accordingly
- Leadership skills

Soft Skills:

- Ability to work in team and as well as individual
- Strong work ethic
- Adaptability
- Handling Pressure
- Self-Confidence
- Proficient with Customer Relationship

REFERENCES

Available upon request

I hereby affirm that the information in this record are true, and that I have withheld nothing which would affect my employment in the company.

Emmanuel S. Cabalfin
Applicant