

LEZAH KAQUILALA

CONTACT

 PASEO C B3 L21, ST. GILES,
SOLARIEGA SUBD., BRGY.
TALOMO, DAVAO CITY,
PHILIPPINES 8000

 0063-9176239581

 Lkaquilala@gmail.com

SKILLS

- Payroll processing
- Account evaluation
- Bookkeeping operations
- Expense management

ACCOMPLISHMENTS

- Developed and implemented an effective policy manual since I have 18 years experienced.
- Investigated, proved, identified and reconciled accounts and cash discrepancies.
- Investigated and identified employees showed dishonesty in service and money handling.
- Managed 100 plus of employees.

ADDITIONAL INFORMATION

- I am energetic, that is why I can work and willing to do functions that needs focus, attention and strength.
- I am good in handling people or human resource also aside from handling budgets, finances and reports.
- I can do anything because I am willing and eager to learn.

HOBBIES, SPORTS

- I love to bake and cook.
- I love to decorate and set-up food buffet or grazing.
- I love to decorate houses (interior especially).

Driven owner well versed with financial management and project development. Service-oriented and eager to train employees reach full potential. Track record of defining and improving company culture to fuel ideal workforce. Well knowledge and experienced Financial Officer/Executive bringing 18 years of expertise in [Money Lending](#). Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service. Dedicated, responsible, passionate, motivated, eager, determined, honest and loyal in the company and position assigned. Willing to work overtime, study more and travel to learn and experienced and deliver the purpose of its job.

EXPERIENCE

August 2020 - Current

OWNER/BAKER Naomi's HomeMade Food Trading, DAVAO CITY, PHILIPPINES

- Maintained safe workplace by complying with health department regulations and food safety standards.
- Oversaw customer interaction, quality control and stakeholder relations and addressed complaints to improve service delivery and increase client retention.
- Kept and tracked records for inventory, income and expenses, generating reports to check business health and growth.
- Utilised effective communication skills to enable successful resolution of issues and conflicts.
- Maintained accurate records for operations, inventory, income and expenses.
- Photographed products for sale, posting pictures via social media to increase visibility.
- Used social media to expand market reach and facilitate sales agent recruitment.
- Computed costs for products and services, established mark-up and set pricing for business offerings.
- Baked bread, pastries and cakes.
- Cooked pasta and main dishes.

August 2012 - Current

Finance Officer/Corporation Treasurer ANTS 12 LENDING INVESTORS, INC., DAVAO CITY, PHILIPPINES

- Created reports on financials and forecasts using Excel.
- Closely monitored budgets to avoid overspending.
- Managed and independently completed company payrolls, invoices, VAT and other expenses.
- Conducted financial audits on company matters to determine areas for cost reduction and opportunities for financial growth.
- Tracked and logged expenses, ensuring spending remained within approved budgets.
- Established and maintained productive client relationships.
- Trained and mentored junior finance team members in accounting processes to enhance overall team performance.
- Identified opportunities for cost-reduction and conducted reviews and evaluations to assess impact and feasibility.

- I love to collect many things especially that has value and history.
- I love fashion.
- I love sports like, lawn tennis, volleyball, soccer, softball and more.
- I am a marathoner.

- Maintained and updated fiscal calendar for audit schedule, tax reporting and other reporting deadlines.
- Oversaw all financial business affairs, verifying they are conducted legally and professionally with full regulatory compliance.
- Identified financial data discrepancies, investigated causes and proposed solutions.
- Utilised financial insight to create strategic medium and long-term plans to support company growth.
- Collated, prepared and interpreted reports, budgets, accounts and financial statements to assist senior management decision-making.
- Executed year-end audits, working with external auditors to confirm clean financial audits and implementing any improvement suggestions promptly.
- Kept up-to-date with changes in financial regulations and legislation that may impact company or future financial decision-making.
- Coordinated monthly, quarterly and end-of-financial-year reconciliations.

December 2015 - January 2023

**Finance Officer N3 HUMMINGBIRD LENDING INVESTORS, INC.,
DAVAO CITY, PHILIPPINES**

- Created reports on financials and forecasts using Excel and PowerPoint.
- Closely monitored budgets to avoid overspending.
- Managed and independently completed company payrolls, invoices, VAT and other expenses.
- Conducted financial audits on company matters to determine areas for cost reduction and opportunities for financial growth.
- Tracked and logged expenses, ensuring spending remained within approved budgets.
- Established and maintained productive client relationships.
- Trained and mentored junior finance team members in accounting processes to enhance overall team performance.
- Identified opportunities for cost-reduction and conducted reviews and evaluations to assess impact and feasibility.
- Maintained and updated fiscal calendar for audit schedule, tax reporting and other reporting deadlines.
- Oversaw all financial business affairs, verifying they are conducted legally and professionally with full regulatory compliance.
- Identified financial data discrepancies, investigated causes and proposed solutions.
- Utilised financial insight to create strategic medium and long-term plans to support company growth.
- Collated, prepared and interpreted reports, budgets, accounts and financial statements to assist senior management decision-making.
- Executed year-end audits, working with external auditors to confirm clean financial audits and implementing any improvement suggestions promptly.
- Kept up-to-date with changes in financial regulations and legislation that may impact company or future financial decision-making.

EDUCATION

June 1999 - March 2003

**Bachelor of Science BUSINESS ADMINISTRATION-
MANAGEMENT**

ATENEO DE DAVAO UNIVERSITY, DAVAO CITY PHILIPPINES