



MARINA APOSTOL, MBA

PROFILE

Highly analytical, result-driven accounting and finance specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of Excel and QuickBooks. Analyzed budgets, financial reports and projections for accurate reporting of financial standing

EDUCATION

MASTERS IN BUSINESS
ADMINISTRATION
Pamantasan ng Lungsod ng
Maynila

BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION
Major in Accounting
Central Luzon State
University

SKILLS

| | | |
|-----------------------------|--|------|
| Leadership | | 1 |
| Communication | | 0.75 |
| Interpersonal Skills | | 0.75 |
| Analytical Skills | | 1 |
| Budgeting and forecasting | | 1 |
| Cash flow Management | | 1 |
| Software tools (Excel) | | 0.90 |
| Software tools (Quickbooks) | | 1 |

EXPERIENCES

OWNER / GENERAL MANAGER

FMAE CARRENTALS – Transport/Logistic
Jan 2014 - Present

Responsible for all facets of management except for the actual logistic and vehicle operation which is under the Logistic and Operation Manager

FINANCE/ACCOUNTING HEAD

TOPTTEAM DYNAMICS – Telecom Sales/Marketing Agent
Jan 2015 – June 2020

Starts as Consultant up to becoming as head responsible for the accounting, finance and treasury functions. Reports directly to management.

FINANCE/ACCOUNTING HEAD

AE PROTEINA INDUSTRIES – Egg Production
Jan 2017 – June 2020

Acts as accounting, finance and treasury manager for the company which includes preparation of budget and monitoring of actual financial results, cash management, preparation of financial reports for upper management as well as coordination with the other departments..

FINANCE / ACCOUNTING MANAGER

BRUNEL TECHNICAL SERVICES PHILS INC – Manpower Agency
Sep 2004 - Dec 2014 (10years)

Director and management committee of the company. Directly reporting to Regional Office (Singapore) for the Philippine operation.



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OTHER INFO

Residence:
B5L51 LEGIAN 2B,
CARSADANG BAGO1
IMUS, CAVITE, PHILIPPINES

CONTACT

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mfapostol@yahoo.com

REFERENCES

[Available upon request]

EXPERIENCES

GENERAL ACCOUNTANT / ADMIN OFFICER

MEGADELI MARKETING, INC – Wholesaler/Trader (Imported Goods)
Sep 2004 - Dec 2014 (4yrs 6months)

Responsible for the accounting functions and preparation of financial reports. Directly reporting to the General Manager

COMPANY ACCOUNTANT

ARGUS DEVELOPMENT CORPORATION
Apr 1992 - Oct 1999 (7yrs 6months)

From OJT to Company Accountant. Responsible for the accounting functions and preparation of financial reports. Directly reporting to the President.
