



# REY A. DEVILA

## EXPERIENCE

### December 2015 - Current

**Revenue Accountant | AL REEEM Rayhaan by Rotana | Jubail, Saudi Arabia**

- Monitor Accounts Receivable and Ensure Timely Collection of Payments.
- Reconcile Bank Transfer Payments and Credit Card Transaction
- Prepare Cash and Check Deposit
- Prepare Check /Bank Transfer for Suppliers & Update Payables
- Prepare Daily Sales Report
- Daily Checking of Guest Checks to Ensure Proper Posting
- Check Room / F&B and Other Transaction Discrepancies
- Reconciliation of Credit Cards Payment before Running the System to Next Day
- Night Auditor
- Bank Reconciliation
- Close and Run the System for Next Day Transaction
- In-charge in Accounts Receivable
- Accounts Payable
- Payroll

### September 2009 - October 2015

**Bookkeeper/Accounts Payable/Payroll E. B. Aznar Shipping Corporation | Cebu Trade House Center, T. Padilla St. Cebu City, Philippines**

- Accounts Payable in charge
- Makes Remittances for SSS, Philhealth, HDMF & BIR
- Responsible in Making Checks for Supplier Payments
- Payroll in Charge
- Prepares Payroll on all Vessels, Office Staffs & Officers
- In charge with the monthly remittances of SSS, Phil health, HDMF & BIR
- Takes charge of monthly & quarterly VAT submitted to BIR
- Accounts Receivable and Billings

### May 2008 - August 2009

**General Accountant- Payables & Receivables Sarrosa Int'l. Hotel & Residential Suites | F. Cabahug St., Cor. Pres. Quirino St., Ayala Access Rd. Cebu City, Philippines**

- Makes Invoices for Company Charges Guest
- Make Invoice for Events
- Prepares Monthly Billing for Charges- Residential Guest
- Monthly Reports for Accounts Receivable
- Prepare Checks for Suppliers
- Reading of Electricity and Water
- Monthly Statement for Suppliers

📍 Jubail, Saudi Arabia 31951

☎ 054-0652982

✉ rheydevila15@gmail.com

## SUMMARY

.Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## SKILLS

- Accounts Receivable
- Accounts Payable
- Hotel Night Auditor
- Payroll
- Auditing
- Year-End Close
- Regulatory Compliance
- Micros OPERA System

## ADDITIONAL INFORMATION

Date of Birth : August 27, 1984

Age : 39 years

Civil Status : Married

Sex : Male

Nationality : Filipino

Height : 5 ft. 6 inches

Weight: 78 kg.

Religion : Roman Catholic

**April 2004 - April 2008**

**Accounts Receivable/Auditor E. B. Aznar Shipping Corporation |**  
Cebu Trade House Center, T. Padilla St. Cebu City, Philippines

- Makes Invoices for Shippers
- Audits Sales per Vessel in every Ports
- Collection of Payments

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## **EDUCATION AND TRAINING**

May 2004

**Bachelor of Science |** Management Accounting  
University of San Jose -Recoletos, Magallanes Street, Cebu City

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## **LANGUAGES**

**English:** First Language

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## **CHARACTER REFERENCES**

**Mr. Waleed Saeid Ibrahim**

Financial Controller

AL REEEM Rayhaan by Rotana | Jubail, Saudi Arabia

**Mr. Carl Lacap**

Compound Manager

Jubail Tourism Co Ltd/ Alreem Hotel | Jubail, Saudi Arabia

**Mr. Elsayed Al Nassar**

Cost Control Supervisor

AL REEEM Rayhaan by Rotana | Jubail, Saudi Arabia