

# ALVIE TOGLE MACASA

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Address: 832 Juan Luna St., Brgy. 268, San Nicolas 1010, Manila City, Philippines

## CAREER OBJECTIVE

To be able to work effectively to a company that would give me a good opportunity and will help me to develop and enhance my skills and abilities. To be progressive individual that would provide quality services that could help the company's growth and development.

## WORK EXPERIENCE

### OPERATIONS SUPERVISOR

New Manila Panasahan Marketing Corporation

Rieche Realty Development Corporation

February 2005 – Present

- Oversee daily operations to ensure smooth workflow.
- Monitor team performance and provide guidance as needed.
- Coordinate with departments to meet production goals.
- Ensure compliance with safety and quality standards.
- Handle scheduling and resource allocation for efficiency.
- Identify areas for process improvement and implement changes.
- Conduct regular performance evaluations for team members.
- Address operational issues promptly to avoid disruptions.
- Prepare reports on productivity and operational metrics.
- Train new employees on procedures and best practices.

## TRAININGS/SEMINARS

FS Analysis and Cash Flow Management / Basic Financial Audit / Internal Audit of Quality Management System & Preparation of Quality Manual / Basics of Philippine Government Accounting - Ignatian Center for Continuing Education

Xero Accounting & Bookkeeping Using Australian Accounting: With Xero Advisor & Xero Payroll Certification - MSTConnect Educational Consultancy

First Aid and Safety Officer 1

Philippine Red Cross 2022

## CHARACTER REFERENCE

Miss Alice Yu I +639176218975

AVP / Banking Consultant, Philippine Bank of Communications

Miss Cristina Po I +639178859838

AVP / Branch Head, Security Bank Corporation

Dr Stephen Cu I +639178233814

Physician, CGHMC

## EDUCATIONAL BACKGROUND

Accounting for Non-Accountant with Introduction to AI in Finance

Mapua University

September 2024

College

BSBA - Business Management

De La Salle - College of Saint Benilde

Taft, Manila

2011 – 2013

Secondary

Alangilan National High School

Alangilan, Bacolod City

1995 – 1998

## SKILLS

- Strong leadership skills to manage and motivate teams effectively.
- Knowledgeable in banking transactions.
- Proficient in planning and coordinating daily operational activities.
- Excellent problem-solving abilities to address operational challenges.
- Ability to train and develop staff for optimal performance.
- Strong understanding of accounting principles and standards.
- Excellent attention to detail and accuracy in financial data.
- Proficient in using accounting software and MS Excel.
- Quick learner with the ability to adapt to new processes.
- Basic knowledge of auditing procedures and internal controls.
- Strong problem-solving skills with a focus on accuracy,
- Adaptable to diverse work settings and challenges.
- Quick learner with a proactive approach to tasks and responsibilities.