

MALAYA PELIAS NEGAD, CPA

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Certified Public Accountant with a strong background in accounting, administration, and HR functions. Detail-oriented, fast learner, and highly adaptable with excellent communication and multitasking skills. Proven ability to contribute to operational efficiency and deliver accurate, high-quality outputs under pressure. Seeking a challenging role in accounting or finance where I can continue to grow professionally and contribute meaningfully to organizational goals.

Education

Eastern Visayas State University- Tanauan Campus
Tanauan, Leyte
Bachelor of Science in Accountancy
2018 - 2022

Skills

Computer Literate	● ● ● ● ●	Self- motivated	● ● ● ● ●
Written Communication Skills	● ● ● ● ●	Time Management	● ● ● ● ●
Communication Skills	● ● ● ● ●	Active Listening	● ● ● ● ●
Analytical Skills	● ● ● ● ●	Multitasking	● ● ● ● ●
Cultural Awareness	● ● ● ● ●	Organization	● ● ● ● ●
Customer Service	● ● ● ● ●	Pleasant Personality	● ● ● ● ●

Work Experience

- May 15,
2024 –
June 30,
2025

ASSESSMENT CENTER MANAGER
Dulag Polytechnic Institute Inc.
- Managed day-to-day operations of the assessment center, ensuring all activities were well-organized and aligned with institutional goals through effective coordination with staff.
 - Acted as the primary point of contact for candidate, assessor, and TESDA representative concerns during scheduled assessments and trainings, ensuring timely and efficient resolution.
 - Coordinated assessment schedules, venue preparation, and personnel assignments to ensure a smooth, organized, and timely assessment process.
 - Processed essential documentation with accuracy and completeness, maintaining compliance with institutional and TESDA standards.
 - Assisted in the preparation of institutional reports, internal memos, and compliance documentation required for TESDA audits and monitoring.
 - Prepared accurate billing statements, expense reports, and other financial documents, ensuring timely processing and alignment with institutional accounting procedures.
 - Reviewed and verified documents prepared by other staff for accuracy and completeness. Also, monitored the submission and safekeeping of documentation, including portfolio evidence and assessment records, in line with data privacy and regulatory standards.

- Supported co-workers with general clerical tasks, contributing to smooth office operations and collaborative work environment. Provided guidance and support to co-employees regarding clerical and administrative tasks, fostering a collaborative and accountable work environment.
- Contributed to quality assurance initiatives by recommending improvements in documentation processes, workflow efficiency, and client handling.
- Ensured readiness of facilities, materials, and resources needed for every assessment, including test tools, equipment, and venue logistics.

December 01, 2023- April 30, 2024 **ACCOUNTING STAFF**
Tacloban Winner Marketing Corporation

- Coordinated with assigned branch offices to prepare and verify daily financial transactions, ensuring accuracy, completeness, and compliance with company policies.
- Collected, reviewed, and reconciled supporting documents such as invoices, official receipts, delivery reports, and purchase orders to ensure all transactions were properly substantiated.
- Monitored and validated operational expenses submitted by the branch, confirming alignment with budget provisions and ensuring all disbursements were appropriate and justified.
- Prepared and processed disbursement vouchers for approved expenses, particularly those related to repairs, maintenance, utilities, and operational needs.
- Ensured proper documentation for all processed vouchers, including attachments such as quotations, approvals, job orders, and proof of payment.
- Conducted regular audits of petty cash fund usage to verify legitimacy of expenses and ensure timely replenishment; coordinated directly with branch custodians to clarify inconsistencies.
- Generated and maintained detailed tracking reports of vehicle-related expenditures, including fuel usage, preventive maintenance, repairs, and insurance, supporting cost monitoring and efficiency.
- Entered and processed outgoing payments and credit memos using SAP Accounting System, ensuring accuracy in vendor accounts, timely payment processing, and system compliance.
- Assisted in monthly and quarterly financial reporting by organizing and summarizing data related to disbursements, branch expenditures, and special cost categories.
- Supported internal and external audit processes by compiling required financial records, ensuring document completeness, and addressing audit inquiries.
- Coordinated with procurement and logistics teams regarding purchase order status, delivery concerns, and proper expense recognition for materials and services.
- Maintained systematic filing and documentation of all financial transactions for future reference and audit readiness..

September 11, 2023- November 30, 2023 **HUMAN RESOURCE ASSISTANT**
Tacloban Winner Marketing Corporation

- Reported directly to the HR Manager and efficiently executed all assigned HR functions to support organizational goals.
- Managed end-to-end recruitment processes: posting job vacancies on multiple platforms, screening resumes, coordinating interviews, conducting initial interviews, and facilitating smooth onboarding and orientation for new hires.
- Processed payroll-related tasks including employee compensation, benefits, and mandatory government contributions (SSS, PhilHealth, Pag-IBIG), ensuring timely and accurate submissions before deadlines.

- Maintained employee attendance and leave records, coordinated with supervisors on absences and tardiness, and ensured proper documentation of leaves and time-off requests.
- Acted as a point of contact for employee relations by monitoring workplace behavior, receiving complaints or grievances, and assisting in conflict resolution through proper documentation and recommendations to management.
- Assisted in developing and enforcing HR policies and procedures to maintain compliance with labor laws and promote a positive work environment.
- Conducted exit interviews and prepared separation paperwork in coordination with management, ensuring smooth offboarding processes and documentation.
- Maintained confidential employee records, updated HR databases, and prepared reports for management review and regulatory compliance.
- Supported training and development initiatives by coordinating training schedules, communicating with trainers and participants, and maintaining training records.
- Assisted in organizing employee engagement activities, recognition programs, and company events to foster a motivated and cohesive workforce.
- Collaborated with payroll, finance, and other departments to reconcile employee benefits and resolve discrepancies.
- Participated in audit preparations by organizing HR documents and assisting in compliance checks for labor regulations and company policies

September 2021 - **INTERN/ON THE JOB TRAINEE**
 Eastern Visayas State University- Tanauan Campus- Accounting Department
 December 2021

- Assisted with filing and organizing important financial and administrative documents to maintain an orderly office system.
- Performed accurate data entry of financial records and transactions, ensuring up-to-date information for accounting processes.
- Supported the maintenance of complete and accurate financial statements and reports.
- Handled confidential financial and personnel information with discretion, honesty, and integrity.
- Collaborated with accounting team members to learn and assist in data analysis, tracking, and reconciliation tasks.
- Took initiative to perform additional tasks and responsibilities aimed at gaining practical knowledge and enhancing accounting skills.

July 2020- **SALES DEVELOPMENT REPRESENTATIVE**
 June 2021 Financial Fortress

- Conducted outreach to prospect and qualify new leads, initiating contact through messaging to generate interest in company services.
- Directed qualified customer leads to the connections department for further follow-up and assistance.
- Composed and sent informative emails to potential and existing customers detailing service offerings and promotions.
- Participated in trade shows, meetings, and industry events to network and generate new business opportunities.
- Consulted with customers to understand their needs and recommended tailored solutions aligned with their requirements.
- Maintained proactive client correspondence, accurately recording all communications and lead tracking in the company CRM system.
- Collaborated with the sales team to meet and exceed sales targets, contributing to overall team success.



Eligibility

Certified Public Accountant (CPA), Philippines

Passed May 2025 CPA Licensure Examination

License No: (Available upon request)



Training/Seminars/Webinars/ Orientation Attended

1. Labor Standards
2. Microsoft Excel Training for Beginners
3. Financial Perspective Variance Analysis
4. On the Job Training\
5. Virtual Assistant Training Courses
6. Sangguniang Kabataan Mandatory Training



References

1. **PRINCESS F. CANALES**

Accounting Associate

Tacloban Winner Marketing Corporation

Contact: +63 (910) 313 8108

2. **RICKY BOY TORRE**

Accounting Staff

Mancera Business Consultancy

Contact: +63 (931) 760 7827

3. **ROSEMARIE T. CAIDOY**

Accounting Associate

Department of Tourism

Contact: +63 (927) 282 0450