

Edmon Lopez Almaden

Desired Position:

Administrative Officer II

Address: Real Street, Tacloban City, Leyte

Birth Date: July 15, 1992

Mobile No.: +639361410369/+639922479445

Email: almadenedmon@gmail.com FB acct. Edmon Lopez Almaden

OBJECTIVE:

Be able to exercise and maximize my management skills, quality assurance, training involvement, customer service, application of knowledge and serve as an asset that will promote and attribute goodwill for the organization.

WORK EXPERIENCES:

August 21, 2021-Present
Business and Accountancy Department
ACLC College Tacloban
Tacloban City

Assistant Professor 1

- Philippine Tax System and Income Taxation
- Special Topics in Financial Management
- Production Operations Management with TQM
- Macroeconomics Theory and Practice
- Conceptual Framework and Accounting Standards
- Fundamentals of Accounting Theory and Practice
- Law on Obligations and Cotracts
- Accounting Information Systems
- > Banking and Financial Institutions
- Human Behavior in Organizations
- Financial Markets

May 29, 2017-Present AXA Philippines Tacloban City

♣ Financial Advisor (Part-time)

- Responsible for the unit management of the recruitment and the coordination of free training activities of all the clients; provides free financial planning seminar, free- financial needs analysis program and performs other related functions.
- Developed recruitment plan
- Designed training and financial planning
- Discussed Free Financial Needs Analysis

January 4-March 31, 2021 Municipal Area of Villaba and Matag-ob Leyte Department of Social Welfare Development Villaba Leyte

Municipal Roving Bookkeeper

- > On over the counter payment
- On cash card payment
- Compliance verification system
- Preparation for the cash grants distributions
- Completion of the design of the payment reconciliation system (MIS)
- Submit the marked COP to FO within 5 days after the last payout
- Submission of liquidation reports by Land Bank local branch to DSWD FO
- Provide the RPMO feedback during actual distribution of cash grant
- Perform other related tasks as required by immediate supervisor

October 1-December 31, 2020
Catbalogan Lending Center
Development Bank of the Philippines
Catbalogan City

Account Officer Assistant

- Assist in identifying and acquiring new and additional business opportunities through active marketing dealings and market scanning
- Assist in the packaging/preparation of Credit Proposal/ Offering Ticket, approval and implementation of loan accounts and in the preparation of Term Loan Review in accordance with internal, external and ISO regulatory requirements
- Assist in the monitoring of loan approval, release, collections, past due and build-up loan accounts
- Assist in preparation of call reports, compliance to LoanCom/Crecom/Excom/Board instructions, audit findings and other marketing performance report on a weekly/monthly/quarterly basis
- Performs other related functions that may be assigned from time to time

August 15-March 31, 2020
Billing Section
Eastern Visayas Regional Medical Center
Tacloban City

Billing Clerk (Job Order)

- Prepares and generate statement of account of mgh patient
- > Generate statement of account (soa) per patient
- Issue exit pass (ep) to inpatients and ER patients
- Encode daily received mgh patients at the monitoring
- Direct PHIC member/patient to sign SOA
- Assists to prepare transmittal to PHIC, PHIC req and other docs.

December 12, 2016-December 31, 2018
Accounting Section
Eastern Visayas Regional Medical Center
Tacloban City

Administrative Assistant II (Accounting Clerk)

- Processing Disbursement Vouchers (All payments and claims)
- Journalize transactions in the Disbursement Vouchers
- Reviewing and processing Job Order Payroll (Admin, Nursing, Medical Officers, Emergency Workers, and Special Payrolls)
- Processing Purchase Orders (PO)
- Checking DTRs and Accomplishment Reports of all Job Orders
- Processing Liquidation Reports for all cash advances
- Assisting internal clients' queries with respect to their liquidation of cash advances
- Addresses external clients' queries with respect to their Disbursement Vouchers and other related payments
- Other Accounting related works

July 15, 2016-November 16, 2016 Bank of the Philippine Islands Tacloban City

Special Project Term Employee

- Inventory and accounting of signature cards of branch accounts
- Sorting of files, updating of documents, folderizing per customer
- Retrieval of documents and files from storage rooms, cabinets, vaults, etc. for sorting, arranging of files/documents for warehousing inside the box
- Preparation of checklist per folder, segregation of folders, updating of branch manual worksheet
- Preparation of letters and covering transmittal slip
- Preparation of inventory list on documents for warehousing/proper labeling according to standard template
- Ensuring proper turn-over of docs/data/information to the ABM at end of each work day and adhering to the confidentiality of all information handled within the bank
- Overall accounting of clients' folders/ missing documents and action taken through the manual work sheet
- Adhering to the confidentiality of all information handled within the bank and safekeeping of assigned system's passwords

April 25, 2015-March 5, 2016 Chawnah Foods, Inc. and Fresh Berry Foods Corporation (Both Franchisee of Goldilocks) Tacloban City

Accounting Assistant

- Ensures that the Check Disbursement Journal are updated per month
- Records all issued and signed checks to the company's Check Disbursement Journal
- Prepares the Intercompany Receivable Reports
- Records all company's transactions to the journal entries

- Checking all billings received from the different suppliers
- Verifies all transactions before issuing checks
- Ensures that all checks are properly supported by necessary attachments
- Forward checks issued to the internal auditor, Manager 2 & managing Director for recording monitoring, verifying & approving checks respectively
- Assists to the Accountant in preparing monthly financial report
- Makes summary of billings, payouts & etc.

June 2011-March 20, 2015

Saint Paul School of Professional Studies

Palo, Leyte

Paulinian Student Assistant

EDUCATION:

Year Graduated: 2022 Leyte Normal University Tacloban City

Master in Management

Year Graduated: 2020 ACLC College of Tacloban

Tacloban City

Bachelor of Science in Accountancy

Year Graduated: 2015

Saint Paul School of Professional Studies

Palo, Leyte

Bachelor of Science in Accounting Technology
 CUMLAUDE

ELIGIBILITY/LICENSES

Certified Financial Management Profesional
 High Distinction- 94%
 (United Kingdom)

- Certified Bookkepper
 (United Kingdom)
- Career Service Professional
 (Civil Service Commission)
- Insurance/ Financial Advisor
 (Insurance Commission of the Philippines)

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CERTIFICATES

2020-Participating in Workplace Communication (TESDA Online-Course)

2020-Receiving and Responding to Workplace Communication (TESDA Online-Course)

2020-Orienting Oneself to Environmentally Sustainable Work Standards (TESDA Online-Course)

2020-Exercising Sustainable Development in the Workplace (TESDA Online-Course)

2020-Introduction to Front Office Services (TESDA Online-Course)

2020-STAR Online Training Program (TESDA Online-Course)

2019-Guest Speaker (4th Moving up Ceremonies-ANHS)

2019- Guest Speaker (Batch 2019 Graduation Ceremonies-CES)

2018-Bronze and Silver Case Count Awardee-AXA Philippines

2017-Silver Case Count Awardee- AXA Philippines

2017-QSSR Awardee Financial Advisor- AXA Philippines

2015- CSC Eligibility

2015- Cum laude- Saint Paul School of Professional Studies

2015-Student Assistant Medal of Merit Academic Awardee- SPSPS

2013-2015- Dean's Lister- SPSPS

CONFERENCES

NOV. 15-16, 2022

- CATCHING UP IN THE DIGITAL MARKET
 BOOSTING THE TOURISM INDUSTRY
 - TOWARDS FULL RECOVERY
- 3. AGRICULTURAL MODERNIZATION AND FOOD SECURITY
- 4. PREPARING FOR BUSINESS DISRUPTIONS

Aug 31-Sep 2, 2022 EDUCATORS STRATEGIC PLAN FOR 21ST CENTRY LEARNERS

Aug 8-12, 2022 5-DAY CAPABILITY TRAINING FOR TRAINERS ON TRAINERS METHODOLOGY 1

FOCUSING ON THE CERTIFICATE OF

COMPETENCY 1 (COC 1)

Nov. 17, 2020 ANTI-MONEY LAUDERING E-TRAINING

Oct. 23-26, 2018 LAWS AND RULES ON GOVERNMENT

EXPENDITURES

Sep. 19-21, 2018 GOVERNMENT PROCUREMENT REFORM

ACT (RA 9184)

Sep. 12-14, 2018 BASIC ACCOUNTING AND INTERNAL

CONTROL FOR NON- ACCOUNTANTS

Aug.13-17, 2018 IMPLEMENTATION ON THE USE OF

GOVERNMENT ACCOUNTING MANUAL FOR

NATIONAL GOVERNMENT AGENCIES

July 9-3, 2018 PHILIPPINE PUBLIC SECTOR ACCOUNTING

STANDARDS AND THE REVISED CHART OF

ACCOUNTS

May 2-4, 2018 CULTURE BUILDING AND WORK ATTITUDE

ENHANCEMENT WORKSHOP

April 28, 2018 STRESS DEBRIEFING FOR EVRMC

EMPLOYEES

Oct. 19-20, 2017 ENHANCING WORK ATTITUDE FOR HEALTH

CARE WORKERS TOWARDS CUSTOMER

DELIGHT

INTERESTS

Playing Badminton Playing Volleyball Business Talks

LANGUAGES

English Tagalog Waray

PARENTS

Mother: Lilia Lopez Almaden Father: Ludovico Pulga Almaden

CHARACTER REFERENCES

SHARMAINE ARCENA SANTOS, EUH

Executive Unit Head Ablaze Warrior AXA Philippines Tacloban City (+63)927 853 6631

MELVIN Y. MARAYA, CPA, CFMP, MM

Business and Accountancy Coordinator ACLC College Tacloban Tacloban City melvinmaraya34567654@gmail.com

Melchor D. Lantajo, Jr., CPA, CFMP, MM

Accountant III/ Head, Budget Section Eastern Visayas Medical Center Tacloban City (+63)991 240 4881

DECLARATION

I hereby declare that all above information are true to the best of my knowledge.

EDMON L. ALMADEN, MM, CFMP, CB, DT, MRITax, FA