

ERIC R. GRANADA CPA



Cell: 0935-1690974

Brgy. Hipusngo
Baybay City

EXPERIENCE

Accountant III

August 1, 2008 to Present

Overseas Workers Welfare Administration RWO 8

- Supervise and coordinate the activities involve in the overall functions and operations of the accounting unit.
- Certify funds availability on Vouchers / Purchase Orders / Contracts
- Certify monthly & quarterly Financial Reports
- Certify monthly Bank Reconciliation
- Certify monthly Fund Utilization Report
- Maintain Leave Cards
- Prepare Monthly Attendance Report
- Perform other task as may be required by management

Accountant I

July 20, 2006 to July 31, 2008

Department of Social Welfare & Development – FO VIII

- Update Subsidiary Ledger of PPE & All Cash Advances
- Prepare & submit monthly report of disbursement
- Prepare monthly NCA/NTA received, utilized & balance
- Reviews Financial Report of Fund 102 & 171
- Act as Officer In-Charge (OIC) in the Accounting Unit in the absence of Accountant III
- Perform other task as may be required by management

Trade & Industry Development Specialist II

Sept 2005 to April 30, 2006

Department of Trade & Industry – Province of Leyte

- Rural Micro Enterprise Promotion Program (RuMEPP) Officer
- Assist and evaluate financial conditions of Micro Finance Institution for SBC conduit
- Gather Micro Enterprise Profile
- Gather Business Development Service (BDS) providers Profile

- Assist and make recommendation for the development and improvement of the micro enterprise.
- Perform other task as the may be required

Accountant

Jan. 2001 to Mar 2005

June 2002 to June 2004

C & M EXPRESS DELIVERY SYSTEM INC., Q.C.
DG Cold Chain Distributor, Inc.

- Supervise and coordinate the activities involve in the overall functions and operations of the accounting department.
- Carry out an efficient and effective internal control system.
- Provide the management with timely and reliable financial reports, interpret results of operations, provide picture of financial conditions and insight on the result of performance evaluation against approved budget and plans.
- Ensure submission of company licenses and other legal requirements to the government.
- Perform other task as may be required by management.

Junior Auditor

March – Aug. 2000

ANONYMOUS SHOP INC., Q.C.

- Prepares Audit Work Program on specific account.
- Document audit system and procedures.
- Conduct the audit of accounts including substantive and compliance testing.
- Substantiate all audit exceptions.
- Perform other task as may be assigned by management.

BOOKKEEPER

Oct. 1999 - March 2000

CITYLINK LENDING CORP., PARANAQUE CITY

- Prepare monthly Financial Statement.
- Post all transaction to GL /SL and GJ.
- Perform other task as may be required by management.

Junior Auditor

March - Sept. 1999

NEGROS NAVIGATION CO., INC. MANILA CITY

- Perform audit works based on approved work program in all area assigned.
- Provides prompt and accurate feedback to his immediate superior as to improve internal control on areas under review.
- Ascertains the extent to which company assets are accounted for and safeguarded from losses of all kind.
- Appraised the quality of performance in carrying out assigned responsibility.
- Recommends operating improvements.
- Checks all accuracy, validity and reliability of accounting data.
- Perform other task as may be assigned by management.

EDUCATION

2015 - 2018	Master in Management Asian Development Foundation College
1994 – 1998	Bachelor of Science in Accountancy Franciscan College of the Immaculate Conception, Baybay Leyte
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SKILLS

- Developed Financial Reports
- Computer literate (MS Words, Excel, Power Point, Peachtree Acctg., ect.

SPECIAL TRAINING AND SEMINAR

Sept. 13 – 14, 2021	Seminar Workshop on Coaching and Mentoring
Oct. 23 – 24, 2019	Training Workshop on Preparation of PPMP & APP
Aug. 23 – 24, 2018	Seminar Workshop on RA 9184 Procurement Act.
Sept. 19 – 23, 2016	Government Accounting Manual Training
Oct. 25 – 28, 2011	Supervisory Development Course Track 2 & 3
Oct. 11 – 14, 2011	Supervisory Development Course Track 1

REFERENCE

Sergio B. Borqueta, Jr.	OWWA – Regional Director	Tacloban City
Ma. Evangelina V. Filamor	OWWA – PSD, Chief	Tacloban City
Mary Catherine O. Pastor	OWWO IV	Tacloban City