

# NOREEN SELINA C. DAGA, CPA

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## Work Experience:

- **San Miguel Yamamura Packaging Corporation – Cebu Beverage Packaging Plant**  
SMC Complex, Highway Tipolo, Mandaue City  
**Finance Analyst**  
March 25, 2014 to August 31, 2020
- **San Miguel Yamamura Packaging Corporation – Metal Closure & Lithography Plant Cebu**  
SMC Complex, Highway Tipolo, Mandaue City  
**Finance Analyst**  
September 1, 2020 to Present

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## Educational Background

- **St. Paul School of Business & Law**  
Pawing, Palo, Leyte  
Bachelor of Science in Accountancy  
*Cum Laude*  
Year Graduated: 2013
- **Bontoc National High School**  
San Ramon, Bontoc, Southern Leyte  
*Valedictorian*  
Year Graduated: 2008
- **Bontoc Central School**  
Bontoc, Southern Leyte  
*Salutatorian*  
Year Graduated: 2004

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## Skills and Competencies

- Sufficient knowledge in SAP
- Proficient in MS Office applications
- Mathematical aptitude & strong analytical skills
- Technical accounting skills
- Good communication skills
- Flexible, Team-player and result-oriented

## Work Specification

- Cash Management - Accounts Payable
  - Handled payment processing for Local Accounts & Request for Foreign Remittances for International Accounts

- Finance Services
  - Monitoring of Funds Account through Funds Schedule
  - Prepares & submits Tax-related reports
- Sales & Distribution
  - Facilitates booking of sales & preparation of billing documents
  - Records collection of receivable from local & foreign customers
  - Prepares & submits sales reports
- Finance Planning & Analysis
  - Generates Weekly Expected Financial
  - Involves in the Yearly Budget Preparation & LRP
  - Coordinates with business/main office finance on the preparation of Business Performance midyear review
- Reporting
  - Prepares & submits Monthly Operations Reports
  - Monthly monitoring of CAPEX projects
  - Inventory Report submission
- Fixed Assets Management
  - Promptly performs Capitalization/Transfer of cost of already completed CAPEX project to its Fixed Asset account and performs SAP depreciation run
  - Books asset retirement following the approval of Memo for retirement of assets identified as no longer usable during FA count
- Accounting
  - Generates SAP Balance Sheet and Profit and Loss Statements
  - Actively participates in Plant and Finance programs including Fixed Asset and Inventory count

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### Affiliations/Membership in Organizations

- **Philippine Institute of Certified Public Accountants**  
Member  
2013 to present

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### Trainings and Seminars Attended

- **SAP Training – Sales & Distribution Module**  
SMYPC-MCLP Cebu via MS Teams  
May 27-28, 2021
  - **Train Beyond amidst Covid**  
SMYPC-MCLP Cebu via Zoom  
September 28, 2020
  - **2019 PFRS & Tax Updates**  
SMYPC- CPD Canlubang, Calamba, Laguna  
November 19-20, 2019
  - **How to Reduce Tax Legally & Ethically; Tax Updates & Recent Tax Issuances**  
Bayfront Hotel, Cebu City  
September 29, 2017
  - **PFRS Baseline & Updates and PSA Updates Seminar**  
SMYPC-Manila Plastics Plant, Pandacan, Manila  
November 17-18, 2016
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### **Character References:**

- **Ms. Sandra O. Alcober**  
DTI- Southern Leyte Provincial Office  
Maasin City, Southern Leyte  
Senior Trade & Industry Development Specialist  
0917-705-1508
  
- **Hon. Pedro V. Fustanes, Jr.**  
Board Member – Southern Leyte 1<sup>st</sup> District  
Poblacion, Bontoc, Southern Leyte  
0917-882-0182
  
- **Mr. Jayson Calva**  
Provincial Administrator  
Maasin City, Southern Leyte  
0927-471-6188