

Michelle Serato Dagwan

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EDUCATION

Bachelor's Degree:	Bachelor of Science in Agribusiness (Cum Laude)
School/University:	Visayas State University
Location:	Baybay City, Leyte, Philippines
Date:	June 2011 - April 2015

WORK EXPERIENCE (5 years)

March 2021 – Present

College Instructor (Part-Time)

Visayas State University

Visca, Baybay City, Leyte

- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course.
- Teaches courses according to the Syllabi descriptions and in accordance with defined course standards and outcomes.
- Conducted online class and creates a learning environment that encourages student involvement and participation.
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade.
- Prepared a recorded discussion videos and presentation for asynchronous learning.
- Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, life goals, and spiritual development.

Feb 2017 – May 2020

Country Operations Manager

Guinee Or SARL (Gold Bullion Trading Industry)

Conakry, Republic of Guinea, West Africa

- Managing activities that are part of the production and services of gold bullion trading
- Direct responsibilities include managing both operation process, planning, controlling, performance improvement and operations strategy in the company
- Handling overall Finance Operations
- Day to day Financial Review of transactions including Cash flow
- Direct Operations reporting to CEO.
- Reconciliation of Accounts for Supplier and Customers including Bank Accounts.
- Review on report of overdue accounts and credit matters.
- Review and approve monthly Payroll and Tax payments.

Apr 2016 – Feb 2017

General Accountant (Accounting Officer)

Dijllah Gold Group (Gold Bullion Trading Industry)

M-24, Gold Souq, Deira, Dubai, United Arab Emirates

- Handling Supplier Purchase Invoices.
- Handling Customer Sales Invoices.
- Inventory Management.
- Reconciliation of Accounts by Customer and Suppliers.
- Review and Control on overdue Supplier and Customer Invoices.
- Receiving Payment from Walk in Customers.
- Petty Cash Custodian.

- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.

Apr 2015 – Jan 2016

Science Research Assistant
CHED Phernet
Visayas State University, Visca, Baybay City, Leyte

- Carrying out experiments and research according to protocols laid out by team leaders
- Conducting statistical analyses of data sets and prepare graphs and spreadsheets to portray results by using SPSS
- Preparing regulatory documentation and presentations and highlighted findings
- Analyzing data and interpreting the results from the data gathered

SKILLS/TALENT

1. Accounting Software	Accessible in using NEO System and Suntech System (International Software), SPSS
2. Computer Literate	Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Obs Studio
3. Microsoft Dynamic	Microsoft Knowledge
4. Arts/Creativity	Accessible in using Adobe Photoshop

LANGUAGES SPOKEN

1. English	Fluent
2. French	Basic
3. Arabic	Basic
4. Tagalog	Fluent
5. Bisaya	Fluent

REFERENCES

Ahmed Mohammed Hamoodi	General Manager Dijllah Group of Companies Tel No: +971 55 106 2774 Email: ahmed@dijllah.com
Mohammed Hamoodi Hashim	Managing Director Guinee Or SARL Tel.No.: +971 50 463 6400 Email: mohammed@guineeor.com Relationship: Immediate Superior
Elvira Entero	Team Leader CHED_PHERNET Visayas State University ViSCA, Baybay City, Leyte Tel No. 09381453697
Analita A. Salabao	Department Head Department of Business and Management Visayas State University Visca, Baybay City, Leyte Email: analita.salabao@vsu.edu.ph