



ROLF NICO N. CODILLA, CPA

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Resourceful, driven; established a budgeting technique which paved way to collection targets, reconstructed company workflows for internal control. Versatile; conducted reports and presentations on both financial and non-financial subject matters.

EXPERIENCE

AUG 02, 2021 – JUNE 27, 2023

FACULTY – Western Leyte College of Ormoc, Inc.

- *Teaching Specialization: Management Advisory Services (Financial Management, Budgeting, Relevant Costing)*
- *facilitates in the enrolment process*

JAN 20, 2020 – SEPT 25, 2020

INSTRUCTOR – ACLC College of Ormoc

- *Basic Accounting, Accounting Information System, Monetary Policy & Central Banking, Organization & Mgt., Financial Mgt., Investment & Portfolio Mgt., Macroeconomics*

DEC 04, 2017 – OCT 25, 2019

ACCOUNTING SUPERVISOR – OSPA-FMC

Budget and Collection

- *Established overall and departmental budget allowing collection targets to monitor business sustainability*
- *Measured overall and departmental profitability*
- *Conducted presentation on the organization's financial history with orientation to Budgeting*
- *Proposed a rubric on categorizing clients for receivable collection*

ASSET MANAGEMENT

- *Prepared progress reports on Construction Projects*
- *Prepared Quarterly Income Statement for Income-Center Assets (Machineries & Equipment)*
- *Monitoring of Physical Conditions of Assets*

INVENTORY

- *Performed Quarterly Inventory*
- *Monitoring and verification of Purchase Orders against*
- *Physical Inventory levels*

MISCELLANEOUS WORKS

- *Developed policies and process flowcharts mainly on the*
- *Purchasing, Disbursement, and Payroll Processes with follow-up presentations to Department Heads and masters class*
- *Conducted presentation to fellow employees on TRAIN Law*
- *Developed an organizational and functions chart for the Incident Management Team of the hospital, followed by orientation to fellow employees*
- *Researched on ISO certification, followed by orientation to Departments with proposed reconstruction of the company's Vision and Mission*
- *Assisted in Master's and Fellowship studies on Business Administration of Company Heads*
- *Submitted an employee personality assessment and groupings plan to HR*
- *Provided an advisory service for the establishment of a Finance Department with subsequent reassignments of duties and responsibilities*

EDUCATION

2022 – Present	Master in Management <i>Asian Development Foundation College, Inc.</i>
2011 – 2016	Bachelor of Science in Accountancy <i>University of the Philippines Visayas Tacloban College</i>
2007 – 2011	Science & Technology Class under the DOST-Engineering and Science Education Program <i>New Ormoc City National High School</i>

REFERENCES

Nyl John Caesar A. Genobiagon	<i>HR Officer – Western Leyte College</i> <i>0963-376-4510</i>
Erron F. Nicol	Former ACLC Faculty / Teacher I – DepEd Ormoc <i>0977-105-6907</i>
Fiel A. Bual	Business Section Head – OSPA-FMC <i>0927-602-7185</i>