



RODEL S. MANALO

Certified Public Accountant

GET IN CONTACT

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PERSONAL PROFILE

30 years old | April 04, 1990
Married
Roman Catholic
Bonifacio St., Ormoc City, Leyte

AREAS OF EXPERTISE

- Fixed Asset Accounting
- Project Management
- General Accounting and Taxation
- Bookkeeping
- Team Management

EDUCATIONAL HISTORY

Certified Public Accountant
License 142966 | October 2011
Passer

BS Accountancy Degree
Western Leyte College
Ormoc City | 2006-2011

24 Units of Education - Diploma in Teaching Secondary
Eastern Visayas State University |
2016-2017

SKILLS

- Proficient in MS Application (Excel and PowerPoint)
- Experienced in Oracle EBS
- Knowledgeable in Project Management Reports (Primavera Report, Power BI Dashboards, CMF)
- Experienced in QuickBooks
- Experienced in Cooperative Administration
- Conducted public speaking for financial and accounting topics

WORK EXPERIENCE

PROJECT CONTROLLER & SENIOR TEAM LEADER

PASAR Corp. | 2018 - Present

- Manages capital expenditure reporting, monitor actual cost vs approved budget, review commitments and variances with project engineers and forecast spending to provide monthly and quarterly reports.
- Coordinate and facilitate in creating annual capex budget including a 4-year capex portfolio with project owners, ensuring that these are reviewed, and prioritized, and finalize for top management reporting and approval.
- Perform as project management coordinator ensuring that approved projects are enrolled on the system, reported and updated accordingly reflecting correct data to be reported on system dashboard.
- Prepare quarterly capex presentation as per agenda for top management's decision making.
- Leading project support team in performing project health reporting, document controlling, auditing, financial reporting and other administrative functions for the whole project team.

ASSISTANT CAPEX ACCOUNTANT

PASAR Corp. | 2017 - 2018

- Maintain Debottlenecking Project-related records and contracts and review payments into and out of project related accounts

BOARD SECRETARY

PASAR Employee Multipurpose Cooperative | 2018 - Present

- Keep an updated and complete registry of all member records, prepare and maintain records of all minutes of all meetings of the BOD & the GA and ensure that necessary BODs' actions and decisions are transmitted to the management for compliance and implementation.

ACCOUNTANT

Chuliente Group of Companies | 2012 – 2017

- Prepares all BIR and SEC reportorial requirements for various Corporations
- Responsible for preparation of Financial Statements
- QuickBooks account monitoring and reconciliation and Payroll Checking
- Defend BIR's assessment of tax reporting
- Monitor, evaluate and ensure department staffs in carrying out the task assigned

PART-TIME INSTRUCTOR

St. Peter's College of Ormoc | 2016

- Partnership & Corporation Accounting