

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)

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 – Feb 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
- Preparing regulatory documentation and presentations and highlighted findings
- Analyzing data and interpreting the results from the data gathered

June 2015-Jan 2016

Part-Time College Instructor

Visayas State University
Visca, Baybay City, Leyte

- Holding sessions with fellow educators to collaborate and share information with the objective of improving student success
- Creating lesson plans that combined discipline with other measures to increase student’s ability to concentrate and participate in class to make students accountable for their own progress.
- Monitoring student progress in studies and tracked student performance

SKILLS/TALENT

1. Accounting Software	Accessible in using NEO System and Suntech System (International Software)
2. Computer Literate	Microsoft Word, Microsoft Excel, Microsoft PowerPoint
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 Tel No. 09381453697