

# 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 – 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
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: <a href="mailto:ahmed@dijllah.com">ahmed@dijllah.com</a>
Mohammed Hamoodi Hashim	Managing Director Guinee Or SARL Tel.No.: +971 50 463 6400 Email: <a href="mailto:mohammed@guineeor.com">mohammed@guineeor.com</a> Relationship: Immediate Superior
Elvira Entero	Team Leader CHED_PHERNET Visayas State University ViSCA, Baybay City, Leyte Tel No. 09381453697