

OLIVE PRINCESS S. RAMAL, CPA

Block 2 Lot 16-A Grand Garden Villas

FCIE, Brgy. Langkaan 1

Dasmariñas City Cavite

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OBJECTIVE

To continue my career with an organization which offers challenging environment and broad training where I can utilize my accounting and management skills to benefit mutual growth and success.

WORK EXPERIENCE

LBP RESOURCES AND DEVELOPMENT CORPORATION

August 2013-Present

Officer-In-Charge, Property Management & Maintenance Services Department

September 2020-December 2020

Assistant to the PMMS Manager

January 2021-March 2021

Acting Operations Head

March 2021-present

- Supervision of the Property Management and Maintenance Services Department directed towards Corporate goals and objectives;
 - Work distribution is equally distributed and delegated to the employees;
 - Employee deployment required by client per contract is complied within approved budget;
 - Employee supervision and overseeing the progress and productivity of direct reports;
 - Conduct of regular performance evaluation and appraisal of personnel;
 - Marketing and other activities inherent to the Department, i.e. Manpower and Janitorial Services, Lease of LBRDC properties, Property Management, etc.
 - Operation of the Department are efficiently and timely delivered;
 - Work coordination and accomplishment are within schedule/ target;
- Ensures the company compliance with contracts, scope of works, specifications, rules and regulations;
 - Codified Approving and Signing Authorities and Manuals are strictly implemented;
 - Reports are accurate and submitted on or before the deadline;
 - Counterchecking/ review;
 - Audit lapses/ findings are timely acted upon;

- Compliance with regulatory bodies with no penalty to the company;
- Assessing the company's goals and creating a realistic and detailed action to meet the goals;
 - Establish goals and objectives based on the mandate of the company;
 - Develop clear plan to achieve and meet the target;
 - Prepare, studies/ cost benefit to justify recommended actions;
 - Establish new products that will enhance the profitability of the company;
 - Social Responsibility activities to be undertaken at least once a year;
 - Spearhead new ideas and prepare proposal to the EXCOM/ Board.
- Developing organization structure and allocating human resources to ensure the accomplishment of objectives;
 - Reorganization of the Department for cost efficiency;
 - Creation of new unit/ position for recommendation to the Board when necessary;
 - Description/ definition of functions of unit/position/
- Rewarding people for achievement to reinforce shared commitment, self-direction and self- control in the service of objectives in pursuit of common objectives;
- Adopting a course of action to achieve organizational or managerial objectives or goals to sustain the business activities and organizational functioning within the authority of the position.
- Other functions delegated
 - Designated as the Acting Corporate Treasurer
 - Designated as the Chairman of Bids and Awards Committee
 - Prepares monthly LBRDC report for LBP Office of the President
 - Prepares quarterly LBRDC accomplishment report for LBP Board of Directors
 - Designated as Lead Auditor for LBRDC's ISO 9001:2015 Certification

Internal Auditor 1

August 2013-June 2017

Head, Internal Audit Unit

January 2019-September 2020

- Reviews and ascertains correctness and completeness of documentations prior and after release of payments to suppliers, personnel, and other stakeholder of the company.
- Oversees and monitors compliance of the company to reportorial & other regulatory requirements of various government agencies, application and renewal of licenses, application and payment of taxes and other fees to BIR and Local Government Units, and actions taken on the findings/ recommendations issued by external audit groups.

- Oversees conduct of periodic count of the company's revolving fund, fixed assets, and inventories.
- Preparation of annual audit plan/work program containing areas to be audited and frequency schedule and/or extent of audit.
- Preparation of Audit Reports with recommendations relative to the conduct of Internal Audit.
- Performance of other functions such as preparation of Board and Committee minutes of meetings, and compliances to the Governance Commission for GOCCs in connection with the company's appointive directors.

Acting Finance Head

July 2017-December 2018

- Plans and sets the group's objectives, in support of the company objectives, and general direction for implementation by the Finance Department;
- Plans, supervises, reviews, and coordinates the work of a group of personnel responsible for the maintenance of accounting and financial transactions of the Corporation;
- Manages the Corporation's budget by budget formulation, developing budget control systems, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the Corporation and in accordance with various regulatory bodies such as but not limited to Commission on Audit (COA) and Bureau of Internal Revenue (BIR);
- Prepares responses to audit findings and implements recommendations as appropriate;
- Monitors and evaluates reply/ report to COA audit findings and ascertains whether accounting and auditing rules and regulations are observed;
- Directs the preparation of all financial and accounting reports and exercises quality control over contents of such reports and other documents;
- Ensures the on-time processing and release of salaries and benefits of employees as mandated by the Department of Labor and Deployment (DOLE);
- Develops, recommends, and administers internal accounting policies, systems and procedures to ensure compliance with generally accepted accounting and auditing procedures (PAS and PFRS) and to promote effective management of the Corporation's financial resources and reliable and timely reporting mechanism;
- Manages the funds of the Corporation and recommends placement of excess funds in short term investments and roll over of matured investments i.e., treasury bills, FXTN, RTB, IMA, government securities, and other trust funds;
- Integrates financial and statistical information into a comprehensive financial recording and reporting system and prepares periodic financial

reports for the Management, Executive Committee, Board of Directors, and Stockholders;

- Signs and certifies all payment orders, check vouchers, tickets/ advices, payroll, and other accounting documents and transmitting the same to the Internal Auditor and Treasurer for payment;
- Represents the Corporation's interest in related negotiations and agreements; and
- Performs other related functions that may be directed by the Board and Management from time to time.

ACOSTA, DEL ROSARIO & ASSOCIATES, CPAs

June 2010-July 2013

- Handled bookkeeping, financial audit and operational audit for various clients:
 - Preparation of check disbursements, monitoring of cash position, timekeeping and payroll processing, reconciliation of accounts, maintenance of accounting records, preparation of financial reports, and assistance in the preparation of mandatory government remittances (i.e. SSS, PhilHealth, Pag-ibig, and Taxes);
 - Review of client's financial records/reports, preparation of audit findings and recommendations, and preparation of audited financial statements;
 - Regular and surprise site visitation/audit of client's operational activities, and preparation of corresponding audit findings and recommendations.

ELIGIBILITIES/EXAMINATIONS TAKEN

Certified Public Accountants Licensure Examination

Professional Regulation Commission/Board of Accountancy

Passed, May 2016

Career Service Examination – Professional Level

Civil Service Commission

Passed, April 2014

Certified Accounting Technician Examination – Level 1

National Institute of Accounting Technician

Passed, December 2009

TRAININGS AND SEMINARS ATTENDED

Introduction to E.O. No. 78, s. 2012 and its IRR, and Arbitration Process

Office for Alternative Dispute Resolution
April 2021

Republic Act 9285: Mediation Procedure

Office for Alternative Dispute Resolution
April 2021

R.A. 9184 – Government Procurement Law

Association of Government Internal Auditors
February 2020

ISO 9001:2015 QMS Internal Auditor Training

BCJA Training and Consultancy
October 2018

AGAP Convention 2018

Association of Government Accountants of the Philippines
October 2018

AGAP Convention 2017

Association of Government Accountants of the Philippines
October 2017

EDUCATIONAL BACKGROUND

Bachelor of Science in Accountancy

The University of Manila
March 2010

CHARACTER REFERENCES

To be furnished upon request.

I hereby certify that all information in this resume are true and correct to the best of my knowledge.


OLIVE PRINCESS S. RAMAL