

Glenn P. Lagundino, CPA

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EMPLOYMENT OBJECTIVE

Advance in a career that will employ my financial expertise and leadership skills through demonstrating effective management, and efficiency in a reputable corporation where rewards are competitive, colleagues are competent, opportunities for personal and professional growth are present, and my ideals for success and self-development will be fulfilled.

PERSONAL BACKGROUND

Date of Birth : April 15, 1987
Age : 32 years old
Mother's Name : Charito Lagundino
Father's Name : Floro Lagundino

EDUCATIONAL BACKGROUND

Tertiary Wesleyan University- Philippine
Bachelor of Science in Accountancy
Mabini Extension, Cabanatuan City
2006-2011

Secondary Cabanatuan City Science High School
Mabini Extension, Cabanatuan City, Nueva Ecija
2000-2004

Elementary College of the Immaculate Concepcion
Cabanatuan City, Nueva Ecija
1994-2000

AWARDS AND ACHIEVEMENTS

CPA Board Exam Passer
(May 2012)

Civil Service Examination Passer
(Sub-Professional)

Xero Advisor Certified
(July 2019)

WORK EXPERIENCE

- ***Position*** Freelance Accountant
- ***Company*** Various SMEs
- ***Employment Period*** February 2018 - Present
- ***Job Description:***

- Primarily Bookkeeping Services
- Business Process Review
- Financial Statements

- **Position** Finance Assistant Manager
- **Company** MJC Investments Corp. (Winford Hotel and Casino)
- **Employment Period** April 2016 – January 2018
- **Job Description:**

- Managing overall finance operations. – Audit, Accounts Rec., Accounts Payable, Treasury, Cost Control, Inventory and Financial Reporting.
- Ensuring that cash flows are adequate to allow business units to operate effectively;
- Maintaining our financial accounting system;
- Preparing and presenting financial reports for managements and investors.
- Working with executives and business heads to prepare budgets and track profit / loss performance by business unit and on consolidated basis;
- Creating solutions to new financial challenges by applying financial/treasury knowledge;
- Liaising with other departments and business units on a range of issues;
- Taking responsibility for, and supervising the work of, more junior staff;
- Preparing financial reports and submissions to relevant government entities;
- Arranging year-end financial audits and reviews as required;
- Recommend and maintain a system of policies and procedures that impose an adequate level of control over Finance Department activities

- **Position** Financial Accounting Officer
- **Company** Travellers International Hotel Group Inc(Resorts World Manila)
- **Employment Period** December 2014 – April 2016
- **Job Description:**

- Ensure that all daily Journals for Hotels and Casino Revenues are checked and posted accurately and timely.
- Ensure that expenses are being analyzed and adjusting entries are communicated to team members on a daily basis.
- Adjusting entries as a result of the expense analysis should be posted.
- Ensure that bank reconciliation prepared by the staff is checked and adjustments needed are posted.
- Ensure that balance sheet reconciliation prepared by the staff is checked and adjustments needed are posted.
- Responsible for the preparation of monthly FS for Parent and Subsidiaries.
- Ensure that all expenses are checked and all assigned reporting requirements for the team are complete and included for the monthly FS.
- Ensure that FS Schedules are accomplished with breakdown and narrative explanation of the major expenses.
- Provide assigned audit schedules/documents for sampling within set deadline
- Shall respond on the OPEX and other inquiries from other departments within two days from the date of inquiry/email.
- Perform other tasks as required by Management

- **Position** Accounting Supervisor/Cost Controller
- **Company** ALC Fortune Corp
925 Rizal Ave. Cor. Doroteo Jose Sta. Cruz Manila
- **Employment Period** June 2013 – Present
- **Job Description:**

Manila Grand Opera Hotel and Casino

- Supports the accounting manager and finance head in managing the accounting department,

- Assists proactively with cost containment, revenue enhancement, profit improvement opportunities, and safeguarding of hotel assets
- Prepares daily and weekly sales report
- Validates check requisition of food items
- Validates vouchers of non-food and other payables
- Prepares costing of various menus and packages
- Checks costing of every banquet event
- Monitors and updates costing files
- Periodic review of costs (particularly purchases)
- Monitors receivables from PAGCOR casino
- Monitors outgoing and incoming hotel properties

Other Tasks

- Managed custody, safekeeping, monitoring and deposit of dollar payments and other foreign currency

- ***Position*** Junior Auditor III
- ***Company*** ALC – Fortune Corp.
606 Dominga Building Shaw Blvd. Pasig City
- ***Employment Period*** November 2011 – June 2013
- ***Job Description:***

Station Auditor (Aliw Complex and Meycauayan Market Corp.)

- Prepared audit reports of material findings for compliance on company policies
- Review and recommend internal control procedures
- Conduct surprise cash count of petty cash fund and undeposited collections.
- Check and review daily payout of expenses and advances from cashier's petty cash fund.
- Verify accuracy and completeness of invoices and other supporting documents.
- Check and confirm weekly salary of pay-out employees.
- Check daily sales report and confirm per deposit.
- Check daily rental payments of stalls per passbook and per general ledger.
- Prepare weekly stalls update and concerns.
- Prepare monthly accounts receivable summary.
- Prepare monthly audit report for material concerns and recommendations

Others (Various hotels)

- Check validity and accountability of all pay-out expenses.
- Conduct inventory of linen on different hotel operations.
- Prepare other reports and analysis instructed by immediate supervisor and managers
- Perform other audit procedures necessary in the circumstances.
- Attest actual count of daily sales deposits from operations.

SPECIAL SKILLS

- Knowledgeable on Microsoft Office (Word, Excel and PowerPoint)
- Knowledgeable on Financial System such as SAP, Sun Financial Systems, Microsoft Navision, Microsoft Dynamic GP(Great Plains), Acumatica, Xero.
- Knowledgeable on other hotel system such as Micros Opera and Materials Control.
- Ability to perform and complete complex jobs and multitasks efficiently and effectively with minimal supervision.

CHARACTER REFERENCE

Available upon request.

This certifies that the above information is true and correct to the best of my knowledge and beliefs.

Glenn P. Lagundino