

CURRICULUM VITAE

VICTOR INSIGNE GUARIÑA

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CAREER OBJECTIVE:

To obtain Cost Controller, Project Support Specialist, Accountant, Admin. Staff/Secretary or any position congruent with my qualifications. Ability in working with people and avail an opportunity for allowing me to utilize my extensive experiences and skills in the field of accounting and other related jobs in order to contribute to the positive growth and to aid in meeting company's goal.

SUMMARY OF EXPERIENCE:

Gained a total of twenty seven (27) years solid background (as combined) of unique professional experiences from the various organizations in the Philippines and Saudi Arabia. Extensive job exposure with proven track records in office management, secretarial, administrative and accounting works. Highly proficient in MS Windows such as MS Word, Excel, Power Point, Office Visio, Office Publisher and other advanced computer software.

Flexible and result oriented in dealing with critical management decision. Developed a mature personality acceptable to the organization with commitment to responsibilities and major role. Dynamic, innovative with demonstrative examples of work initiative, strong leadership and interpersonal skills.

WORK EXPERIENCE:

09/2021 to present

ACCOUNTING OFFICER IN CHARGE

Water Chem Solutions Industries Inc. (WACSII)
Taguig City, Philippines

- Handles the day to day business financial and accounting and records of the construction project.
- Process company payables and ensure that the supporting documents are complete and accurate.
- Preparation and sending of Billing statement promptly, AR Aging report and collection of receivables.
- Prepares cash flow report and projections.
- Performs month end closing and year end closings of book.
- Responsible for preparing and reporting of monthly financial and management reports to the CFO.
- Work closely with Construction Project Managers from beginning to end of project to ensure receivables and payables are handled properly and timely accounted for.
- Maintain project taxes, licenses and monitoring reports to ensure timely filing and payment of all government related payments such as but not limited to BIR Taxes and Reports, LGU, SEC, SSS, PHIC and PAGIBIG fund.
- Review of Payroll computation of employees including mandatory deductions.
- Facilities Annual FS audit and coordination with external auditor for Annual BIR and SEC filing.
- Other accounting related tasks that may be assigned from time to time.

04/2008 to 11/2019

COST CONTROLLER/PROJECT SUPPORT SPECIALIST

WorleyParsons Engineering Consultancies Co.

Al Khobar, Saudi Arabia

Project: Hydrocarbons Oil & Gas Dept. – GES+ SAUDI ARAMCO SATORP, SChem, Maaden Phosphate / Aluminium, SIPChem & King Fahad Causeway & other GES-Aramco Projects (April 10, 2010 – July 15, 2011 then Feb. 16, 2012 to November 14, 2019)

- Works as a Cost Controller in all projects under Hydrocarbons Oil & Gas Facilities Dept.
- Responsible for preparing weekly manpower schedule regarding the Project#s to be charged of each employee on their weekly timesheets including their overtime if any.
- Monitoring and preparing the weekly expended man-hours for each EWOs, Reimbursable and Lump sum Projects especially for overrun charges (negative balance of actual hours against budgeted hours) with corresponding cost. Provides a Man-hours Forecast for each project to Project Manager.
- Review project revenue/cost and provide a Weekly Profit/Loss Report for each project to Project Manager. Update the cost rate of each employee to be used for Proposals and Cost Analysis.
- Periodically update project budget/cost report for each project showing budget against cost and highlighting deviations to Project Manager.
- Update and submit GES EWO Status Weekly Report - CADMU & SADMU to Project Manager.
- Prepares and updates Scope of Work, LOD, Construction Specification and, DCL of various PDRs and package submittals under EWO Projects.
- Compiles and updates all inputs from different disciplines of Review, Comments and Response Log under EWO Projects.
- Preparing PAF (Assignment), PAF (Overtime), PAF (Reproduction) and PAF (Sub-contract Cost) and others PAFs required for Saudi Aramco PMT approval.
- Prepares Technical Queries, Site Survey Report, Temporary Access and Service Order Extension Request under EWO Projects.
- Preparing timesheets for client's approval under SATORP Project and Monthly Labor Report under MPC Project.
- Updating the Weekly Project Status and Invoice/Payment Summary. Follow-up the payment of some outstanding invoices if any from our perspective client.
- Prepares bid estimate including man-hours and total bid price for each proposals.
- Prepares Commercial/Technical Proposals, Pre-qualification and Bidding Package.
- Responsible to submit our monthly invoices to our clients and update our Invoice/Payment Register.
- Prepares routine correspondence, emails, faxes, memoranda and a variety of statistical reports about the department's activities as assigned.
- Performs other functions as deemed necessary in carrying-out the daily activities related to my job.

INVOICE/ACCOUNTS RECEIVABLE CLERK (July 16, 2011 – February 15, 2012)

- Prepares monthly invoice for GES and LSTK Projects.
- Update Lumpsum and Reimbursable Invoice Register thru Procoms
- Prepares Receipt Voucher for cheque/bank transfer payment received from perspective client.
- Update Accounts Receivable Ledger and prepare monthly statement of account.

- Monitors the overdue and outstanding accounts of our clients. Follow-up their payment against unpaid invoices.
- Prepares Monthly Aging Accounts Receivable and submit to Finance Manager.

Project: SASREF-ESC, NCP, Saudi Polysilicon & SEC PMC (July 1, 2008 – April 9, 2010)

- Works as a Project Secretary / Document Controller in all projects under Minerals, Metals, Infrastructure and Environment (MMIE) Dept.
- Collects & coordinates with MMIE Staff the weekly submittal of timesheet. Prepare Overtime Prior Approval for any additional hours which are not included in weekly hour's schedule.
- Prepares weekly man-hours report for NCP and Qassim/PP10 Project as supporting document for invoicing.
- Monitors and update the weekly manpower schedule regarding the additional employees, on-leave staff and weekly approved overtime in our department.
- Coordinates and handling the issuance and renewal of access card for site project such as SASREF, NCP and SCP.
- Encode all documents/drawings with corresponding document control number in our In-control System Program before preparing an external transmittal. Update and upload the drawings and documents in our SASREF share point and J drive for every Engineering submittals.
- Prepares and update the report for weekly project wise hours expended in every project.
- Arrange and update the project files for every project under MMIE Dept. Taking care of the files, request for stationery needs and supplies in our Dept. File the documents to its proper places for future reference.
- Coordinates and monitors the weekly and monthly meetings such as Lunch & Learn, MMIE Administration Meeting and others. Update the Meeting Room Reservation every week.
- Arrange office space, furniture, telephones etc. for a new employee. Follow-up some requests such office supplies, office furniture and other work request.
- Prepares business correspondence, emails and facsimile messages. Provide a hard copy for project file.
- Update and monitor the Vacation Register of MMIE Dept. Keep an updated record for some OSC employees with car parking access card.
- Performs other functions as directed by the General Manager, OCSG and Engineering Manager.
- Update and monitor the Notice Board if necessary.
- Performs other functions as deemed necessary in carrying-out the daily activities related to my job.

Project : Saudi Aramco Riyadh Refinery (April 5, 2008 – June 30, 2008)

- Works as a SAPMT Secretary of Mr. Mohammed Othman, CADSD.
- Types a variety of correspondence, letters, memoranda, faxes, reports, etc. using computer software, proofreads to ensure accuracy and submits to Project Engineer for review and signature. Arranges for dispatch and circulation of such items and arranges for translation as necessary.
- Answers the telephone, connect callers as necessary, takes and conveys messages, answers general queries and arranges appointments/meetings of Saudi Aramco Project Engineer.
- Receives incoming mail/correspondence, sorts, registers, date stamps, attaches references if necessary and forwards to Project Engineer ensuring that confidential and or urgent material is handed directly and without delay.

- Establishes and maintains a comprehensive filing system for correspondence and other material. Ensures that files and other records are secure and confidential papers are accessed only by the designated personnel.
- Performs other similar or related duties as directed.

03/2001 – 04/2008

SECRETARY CUM ACCOUNTING ASSISTANT

Refrigeration House Group

Trading, Manufacturing & Contracting Business

Al Khobar, Kingdom of Saudi Arabia

Project : STCC, Saudi Aramco, KAAU Project etc.

- Responsible for all incoming and outgoing correspondence and all related office administrative works.
- Receives various applications for vacation, staff loan, salary increment & other request from our employees and submit to the management for approval and further processing.
- Handling inquiries, preparing quotation and purchase order.
- Prepares sales report (weekly & monthly).
- Monitors the incoming and expecting shipments from the supplier.
- Makes travel arrangements including transportation, accommodation, car rental, etc. in respect of business trips of the manager and, if requested, other staff in the assigned office.
- Prepares Statement of Account to various customers.
- Prepares monthly pay slip of all employees every payroll period.
- Prepares Letter of Credit and telex transfer as payment for the various shipments.

05/2000 – 12/2000

ACCOUNTANT

Ultra Laser Corporation

Regines – LPL Manor

116 Alfaro St., Salcedo Village, Makati City, Philippines

- Ensure that the Company' Accounting records are prepared and updated accurately and in a timely manner.
- Preparation of Monthly Accounts reports.
- Preparation of Company's Statutory Accounts in compliance with required Accounting Standards.
- Proactively interact with the Vendors to ensure timely updating of the Accounting records relating to their payments, deductions and recoveries.
- Deal with the Company's Bankers and ensure timely reconciliation of balances.
- Ensure all other statutory dues are paid in time and recorded accurately.
- Liaise with Statutory Auditors of the Company and ensure timely completion of Audit.
- Properly record the Assets of the Company.
- Ensure sound internal controls in place through a continuous review of Business Cycles / Processes.
- Monitors grant revenues and expenditures, ensuring data is recorded in the company's financial accounting system.
- Responsible for preparing cash, bank and journal vouchers, their corresponding postings and Preparation of Financial Statements.
- Preparation of Financial Reports & Financial statement.
- Ensure that books of accounts related to fixed assets, payments, deposits etc. are properly maintained, updated and/or carried out into the company's computerized accounting system.
- Ensure that collection of company receivables are within approved credit periods and that company payables are made according to company's standard operating procedures.
- Prepares financial statement and corresponding supporting schedules.
- Assist the Chief Accountant as directed and substitute for him during his absence.

04/1998 – 03/2000

COMPUTER SECRETARY

Saudi Services for Electro Mechanic Works, Co. Ltd. (SSEM)

Riyadh, Kingdom of Saudi Arabia

Project : STCC, Saudi Aramco, KAAU Project etc.

- Prepares business correspondence, monthly/weekly progress reports & facsimile messages. Review and prioritize all incoming correspondence.
- Handling the Petty Cash Fund, recording the daily expenses and prepares report for liquidation.
- Provide administrative assistance to the Department in performing various administrative tasks ensuring that workloads are immediately processed. Responsible in carrying out duties to the highest quality standards.
- Coordinate arrangements with internal and/or external vendors to include travel, lodging, refreshments, guest speakers, and presentation materials and equipment. Attend to events to ensure arrangements are handled according to plan and as a representative of the executive.
- Handling & monitor the daily appointments/meetings of Project Manager. Responsible in arranging for his airline and hotel reservation during his business travel.
- Submit monthly invoices to our client and follow-up the payment.
- Receiving telephone calls, monitor the incoming/outgoing faxes & filing.
- Performs other related duties that may be required from time to time.

08/1996 – 03/1998

BOOKKEEPER ANALYST

International Marketing Corporation

2176 Primo Rivera St., Brgy. La Paz,

Makati City, Philippines

- Prepares the analysis of receivables – trade/non-trade, advances of the employees and intercompany accounts.
- Prepares the lapsing schedule for property, plant and equipment (monthly).
- Responsible for preparing bank reconciliation (monthly) and monitor the Letter of Credit (L/C).
- Prepares the aging for accounts receivable and monthly analysis as supporting schedules for financial statement.
- Encoding the daily transactions in different books of accounts.
- Performs the audit of inventory and petty cash/revolving fund.

01/1995 – 07/1996

BUDGET ASSISTANT

PA Finance Center Producers Integrated Cooperative

Fort Bonifacio, Makati City, Philippines

- Prepares the short, medium and long-term budget.
- Compare budget to past and present result of operations.
- Make analysis of budgeted and actual income.
- Prepares monthly cash flow statement.
- Performs other related duties that may be required from time to time.

07/1992 – 12/1994

ACCOUNTING CLERK

Parafert Corporation

Sta. Mesa, Manila, Philippines

- Posting the daily transactions to books of accounts, subsidiary ledger and general ledger.
- Prepares the daily inventory report, monthly sales reports and stock reconciliation per warehouse.
- Responsible for preparing the government tax and insurance.
- Handling the monthly bank reconciliation.
- Responsible for preparing the payroll and performs cashiering.
- Prepares the analysis of aging accounts receivables (quarterly).
- Assigned for preparing the monthly statement of accounts to various customers.
- Responsible for preparing cheques for disbursement.

EDUCATION:

Bachelor in Accountancy (1992)
Polytechnic University of the Philippines
Sta. Mesa, Manila, Philippines

SECONDARY (1988)
Makati High School
Makati City, Philippines

TECHNICAL QUALIFICATIONS

Computer literate (50-60 wpm). Highly proficient in using MS Office applications in Microsoft WORD, Excel, PowerPoint, Office Visio and Office Publisher.
Experienced in computerized accounting systems (SAP & Quickbooks)

TRAININGS & SEMINARS ATTENDED:

ITR Preparations, Disclosures and Other Important Considerations, March 31, 2022
Powermax Consulting Group Inc.
Ortigas Center, Pasig City, Philippines

Common Errors of Accountants in the Field of Taxation, February 24, 2022
Powermax Consulting Group Inc.
Ortigas Center, Pasig City, Philippines

Accounting and Bookkeeping Made Easy, February 16, 2022
Powermax Consulting Group Inc.
Ortigas Center, Pasig City, Philippines

Accounting Practice (150 hrs.), January 23, 1990
Philippine Commercial International Bank (PCIB)
Makati City, Philippines

PERSONAL:

50 years old, single, Christian, Filipino, 5ft 4in., and 65 kls.
Well spoken and written in English, Arabic (Basic), with typing speed of 55-60 WPM

REFERENCES:

Available upon request.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.



VICTOR INSIGNE GUARIÑA