



RESUME
of
RUEL C. MUNCAL

#4 Phrixus St., Crestview Subd., Brgy. Mayamot, Antipolo City
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EMPLOYMENT OBJECTIVES:

- A challenging position where in my expertise can be of help to the organization
- A challenging position that can be hone my knowledge and skills further
- A challenging position with opportunity for career advancement

CAREER PATH:

- 1. DESIGN SCIENCE INC.**
ACCOUNTING MANAGER
MAY, 2022 – up to Present

JOB SUMMARY:

- In-charge in the overall accounting and finance operation of 4 companies namely Design Science, Inc., DSI Engineering, BT & T Construction, Pietrucha Manufacturing (Philippines), Inc., monitors, oversees the efficient performance, delivery of reports, requirements of all Finance and Accounting staff. Supervises the accurate and effective preparation of various financial or administrative reports. Prepares and update the book accounts receivables and payables. Monitors credit and collection of various client's accounts. Reviews and Supervises adherence on tax and compliance to local laws and regulations. Processes and/or oversees the processing of financial/business forms. Develops Finance Department performance measures that support the Company's strategic discretion. Reports to and provides information to Management on performance stats, fiscal policies and finance and accounting procedures.

2. RAMOSCO SALES & DISTRIBUTION, INC. FINANCE & ACCOUNTING COMPTROLLER

SEPTEMBER, 2019 – April, 2022

JOB SUMMARY:

Participates in the development of financial and accounting strategies which are aligned with the overall objectives of the Sales Distribution Industry.

- Monitors status and recommends adjustments to strategies as appropriate.
- Participates in developing the annual budget.
- Participates in developing and implementing financial and purchasing strategies which are aligned with the Sales Distribution's objectives and internal control practices
- Assist Vice President - Finance on reviewing and monitoring of contract, Permits, Licenses and Insurances
- Reviews and Supervises adherence on tax and compliance to local laws and regulations.

Ensure that all work is accurate, timely and done in accordance with Brand standards

- Supervises and participates in the operation of the Accounting Department
- Oversees training and cross-training of accounting employees
- Assures compliance with internal controls, policies and procedures
- Maintains smooth flow of communication in department
- Supervises and participates in regular periodic reports and inventories
- Performs required audits, reviews submitted reports and follows up as needed
- Ensures that all accounting policies are consistent with the Philippine Law and RHG accounting practices.
- Assists in periodic review and evaluation of all accounting personnel.

Prepares reports as requested to improve management decision making and critical evaluation of work activities.

- Recommends systems and procedures for accurate and orderly reporting of financial matters
- Reviews and analyses business results throughout the Distribution to ensure alignment with the Distribution's financial objectives
- Reports on all areas of non-compliance to standard operating procedures and recommends changes or improvements

Develops and implements strategies and practices which support employee engagement.

- Provide employees with the orientation and training needed to understand expectations and perform job responsibilities
- Communicates performance expectations and provides employees with on-going feedback
- Provides employees with coaching and counseling as needed to achieve performance objectives and to reach their fullest potential

Ensures accuracy of financial information by performing a variety of control functions.

- Ensures accounts payable is accurately maintained and all supplies are paid within credit terms

- Manages petty cash process, ensures adequate supply of petty cash and co-ordinates the using of petty cash to Brand standards
- Summarizes payments due and communicates needs to the Vice President - Finance for approval
- Informs Vice President - Finance of all circumstances which may highlight unusual results
- Makes appropriate recommendations to ensure smooth flow of financial transactions
- Ensures accurate and timely processing of payrolls.
- Processing and management of all employee superannuation contributions
- Review payroll reports done by Paymaster
- Payment of all statutory requirements
- Analyzes payroll reports, to report discrepancies and take action accordingly in cooperation with the Human Resources Department
- Full participation in external and internal audit requirement.

Participates in month end financial processes

- Ensures all relevant financial information is included in fiscal period through direct entry or accrual basis
- Confers closely with the Vice President - Finance at all times and takes every opportunity to become familiar with all aspects of the position in order to fill in whenever required.
- Utilizes leadership skills and motivation techniques in order to maximize employee productivity and satisfaction of direct reports.
- Review balance sheet reconciliations on a monthly basis ensuring that outstanding items are resolved in a timely manner.
- Monitors and ensures collection of Accounts Receivable.
- Provides accounting assistance to Department Heads as required.
- Assist the Vice President - Finance in the preparation of daily, weekly, monthly and yearly reports in accordance with reporting calendars, ensuring that reports are submitted in a timely and accurate manner.

**3. ROCCO FURNISHING INTERNATIONAL
ACCOUNTING AND FINANCE SUPERVISOR**

April, 2018 – February, 2019

4. ENTREPRENEUR

Antipolo City

TRANSPORT OPERATOR

July, 2008 – up to Present

5. OFFICE DEPOT CORPORATION

742 Mabini St., Manggahan, Pasig City

ASSISTANT OPERATION MANAGER

February, 2007 – June, 2008

6. FDS GROUP OF COMPANIES

#72 Banahaw St., Cubao, Quezon City

ACCOUNTANT

April, 2002 to May, 2004

7. EPIC ELECTRONICS INDUSTRIES CORPORATION#52 4TH Avenue, Manalac Industrial Estate

Tanyag, Bo. Bagumbayan, Taguig, Metro Manila

ACCOUNTING SUPERVISOR/GENERAL ACCOUNTANT

February, 1993 to March, 2002

8. UNICOR INCORPORATED2ND St./ Kalookan City**ACCOUNTING SUPERVISOR/MEDICAL SALES REPRESENTATIVE**

November, 1986 – December, 1992

EDUCATIONAL BACKGROUND:

PRIMARY	:	PINAGLABANAN ELEMENTARY SCHOOL San Juan, Metro Manila 1972 to 1978
SECONDARY	:	JOSE P. LAUREL HIGH SCHOOL Gagalangin, Tondo Manila 1978 to 1982
TERTIARY	:	POLYTECHNIC UNIVERSITY OF THE PHILIPPINES Sta. Mesa, Manila 1982 to 1986 BACHELOR IN ACCOUNTANCY

PERSONAL BACKGROUND:

DATE OF BIRTH	:	April 28, 1966
PLACE OF BIRTH	:	Sta. Cruz, Manila
AGE	:	56 years old
CIVIL STATUS	:	Married
RELIGION	:	Christian
CITIZENSHIP	:	Filipino
WEIGHT	:	168 lbs.
HEIGHT	:	5' 7 ½"
SEX	:	Male
HEALTH	:	Physically Fit

REFERENCES:

Available upon request