



CONTACT ME

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📍 Hor Al Anz, Dubai, UAE

EDUCATION

**Bachelor of Science in
Accounting Technology**
2015 - 2019

Father Saturnino Urios University
Butuan City, Philippines

WORKING KNOWLEDGE

- Knowledge of Accounting Practices
- Knowledge of Accounting Software (PRIME, QuickBooks, & ERP)
- Ability to Prepare Financial Statements
- Proven work experience as a Document Controller or similar role
- Hands-on experience with MS Office and MS Excel

ADDITIONAL INFORMATION

Nationality: **Filipino**

Age: **26**

Passport no.: **P9214305B**

Visa Status: **Visit Visa**

Eduardo A. Sawa-an Jr.

OBJECTIVES:

To secure a position where I can apply my professional skills while contributing to the organization's success, offering opportunities for career growth and personal development.

WORK EXPERIENCE

Document Controller

2023 - 2024

Equi-Parco Construction Company, Philippines

- Played a key role in ensuring smooth project audits by maintaining up-to-date and compliant documentation for the construction projects.
- Managed and maintained all project documentation, ensuring accurate filing, organization, and easy retrieval of records.
- Assisted in quality control by cross-referencing submitted documents against project schedules, ensuring all data was complete and accurate before issuance.
- Proficient in MS Office Suite (Word, Excel, PowerPoint) for document creation and reporting.
- Organized and maintained project closeout documents, including as-built drawings, warranties, operation and maintenance manuals.

Junior Accountant

2020 - 2023

Equi-Parco Construction Company Philippines

- Processed and verified supplier and subcontractor invoices, ensuring compliance with company policies and contract terms.
- Reviewed and processed employee expense reports, ensuring compliance with company policies and matching receipts with submitted claims.
- Assisted in maintaining the general ledger by posting journal entries for routine transactions such as payroll, equipment rentals, and material purchases.
- Provided support to project managers by generating detailed cost reports, tracking job expenses, and updating financial forecasts.
- Supported the preparation of financial data for quarterly and annual tax filings, ensuring all deadlines were met.
- Reconciled project revenue and maintained accurate records in line with project budgets and timelines.

Rice Retailing

2019 - 2024

Family Business, Philippines

- Managed and monitored the rice inventory to ensure optimal stock levels, preventing both overstocking and shortages.
- Coordinated with suppliers to maintain a consistent supply of various rice varieties, including long grain, short grain, and specialty rice (e.g., organic or brown rice).
- Provided excellent customer service by assisting clients with product inquiries, recommending rice varieties based on customer needs, and handling complaints.
- Calculated profit margins based on transportation, and overhead, maintaining profitability across different rice varieties.
- Developed and implemented local marketing strategies such as in-store promotions, loyalty programs, and social media advertising to boost sales.
- Cultivated relationships with repeat customers through personalized service and exclusive offers, building a loyal customer base.