



LIEZL ANGEL A. LODANA
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Dubai, United Arab Emirates

PROFILE

Focused financial analyst / accounting staff with having 7 years of professional experience in accounting operations. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for clients. Detail-oriented with extensive knowledge of cash and book record maintenance and comprehensive account reconciliations. Possessed strong multi-tasking skills, with ability to simultaneously manage several projects / reports and schedules.

EDUCATION

BACHELOR OF SCIENCE IN COMMERCE

MAJOR IN BANKING AND FINANCE
DIVINE WORD COLLEGE OF LEGAZPI
LEGAZPI CITY, PHILIPPINES
JUNE 1997 – MARCH 2001

ACTIVITIES AND INTERESTS

Net Browsing | Financial Information System |
Biking | Jogging | Plants | Movies

KEY SKILLS AND CHARACTERISTICS

Advanced bookkeeping skills | MS Office Suite
| Budget Analysis | Problem Solving | Cash
Flow Analysis | Meticulous attention to details
| Financial reporting specialist | Poised under
pressure

CHARACTER REFERENCE

Available upon request

EXPERIENCE

ACCOUNTANT | A TO Z GENERAL REPAIRING | UMM RAMOOL, DUBAI, UNITED ARAB EMIRATES

MARCH 20, 2023 – PRESENT

Responsible for handling petty cash and make sure that the receipts and cash are correct. Posting the receipts in W4YG'S POS Software. Doing Accounts Payable and Accounts Receivables. Prepares everyday transaction and monthly reports. Organize and maintain records through filing of accounting documents.

MUNICIPAL FINANCIAL ANALYST | DSWD KALAHI CIDDS | ALBAY, PHILIPPINES

OCTOBER 4, 2021 – FEBRUARY 15, 2023

Reviewing disbursement vouchers prior to signing of cheque by the Area Coordinator. Ensuring that the amounts are valid, correct and reasonable. Ensuring that expense report has complete attachments. Recording all the disbursement transactions. Update the database regularly for reporting purposes. Monitor and validate the financial status of barangay sub-project. Assist and guide the BSPMC and Treasurer on how and when to use the documents. Preparing the bank reconciliation, annexes and request for fund release of the expense's reports. Conducts municipal fiduciary workshop and attends provincial fiduciary workshops monthly.

GENERAL CASHIER | THE MARISON HOTEL | ALBAY, PHILIPPINES

SEPTEMBER 1, 2018 – OCTOBER 2, 2021

Working closely with daily updates of reports to the Accounting Supervisor. Responsible for ensuring an effective flow of cash within the hotel by performing the following tasks to the highest standards. Ensure all cash floats of each respective area / place across the hotel. Collect daily cash sales and reconcile them with receipts through the accounting system. Provide technical assistance to the Front Office and Food/Beverage cashier on the cashiering concern. Responsible with all related bank transaction including deposits, release of cheques payable to the supplier and creditors, collection of payment from clients and responsible in releasing of fund upon replenishment. Preparing reports for bank reconciliation / cash position report. Summary of sales and collection with validated deposit slip. Summary of payables for supplier.

MUNICIPAL FINANCIAL ANALYST | DSWD KALAHI CIDDS | ALBAY, PHILIPPINES

NOVEMBER 17, 2014 – JUNE 30, 2018

Reviewing disbursement vouchers prior to signing of cheque by the Area Coordinator. Ensuring that the amounts are valid, correct and reasonable. Ensuring that expense report has complete attachments. Recording all the disbursement transactions. Update the database regularly for reporting purposes. Monitor and validate the financial status of barangay sub-project. Assist and guide the BSPMC and Treasurer on how and when to use the documents. Preparing the bank reconciliation, annexes and request for fund release of the expense's reports. Conducts municipal fiduciary workshop and attends provincial fiduciary workshops monthly.