

MARLO DUMLAO



971 55 879 3169



mharjha_0325@yahoo.com



About Me

A dedicated and service-focused individual with more than 11 years of experience as an Accounting and Receiving Clerk/Store Keeper. I possess a strong determination to provide comprehensive profile information and maintain exceptional work ethics at a high standard.

EDUCATION

Bachelor of Science in Accounting (April 2009)

Ramon Magsaysay Technological University, Philippines

EXPERIENCE

Company: Meydan Hotel

Duration: March 18, 2012 - Present

Designation: Finance Executive (Receiving Clerk / Store Keeper)

Duties and Responsibilities

- Print LPO from ADACO as per the delivery date.
- Arrange all LPO's in the alphabetical order to be ready for receiving.
- Check Plastic crates are washed and cleaned properly.
- Check actual quantity, unit price and description as per the LPO and match with the invoice/delivery note.
- Physically check quantity received for all items and for expiry date on food and beverage items.
- Maintain two separate checklists of vehicle and Item temperature on a daily basis.
- Make sure that department head or supervisor from the concerned department has checked the quality and specifications of the material and sign for accepting the goods.
- Prepare the short delivery & rejection report before 2 pm and distribute copies to Executive chef and Purchasing Executive.
- Check the invoices for price extensions and calculations.
- Post the invoices in the system accurately and attach invoices with LPO and hand over to Accounts payable.
- To maintain stock levels for all the items as per approved min/max levels.
- To receive and verify all the items from the LPO.
- To store these items category wise in the storage areas.
- To issue the items to different departments on receipt of an electronic Store Request and using control procedure and standards following the policy of FIFO basis.
- To assist the Store Manager in maintaining the stock levels.
- To assist Store Manager in monthly and yearly stock taking.
- To make purchase request for the below minimum level items.
- To report breakage, shortages, pilferage if any, to the Store Manager on a daily basis.
- To inform the Store Manager if an item is required urgently.
- To ensure all store items are having a reasonable expiry date within Municipality guidelines.
- To post all requisitions in the system on the same day.
- To conduct random inventory of store items every day and if there is any variances find out the mistake and rectify accordingly.
- To prepare non-moving and slow moving item list and bring in to the attention of the Store Manager.
- To maintain the cleanliness and safety of the store
- To follow up open LPO and close in the system if necessary

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EXPERIENCE

Company: Barles Enterprise (Subic, Zambales PHILIPPINES)

Duration: Jan 2009 – Sept 2011

Designation: Finance and Administrative Officer

Duties and Responsibilities

- Processing interagency and departmental billings. (Prepare and deliver billings)
- Assist in the processing of Accounts Payable.
- Processing of Accounts Receivable.
- Assist with tax reporting.
- Prepare schedule of remittances (SSS, PHIC, HDMF, and others)
- Pay and/or file SSS, PHIC, HDMF, BIR and others.
- Prepare Check Voucher/ Check Payments.
- Follow up and Collect client payments.
- Verify all discrepancy of amount due per billing and actual amount collected.
- Prepare Cash Register and Sales Register.

EXPERTISE

- Management Skills
- Running reports
- Maintaining Financial records
- Recording wide range of transaction
- Negotiation
- Critical Thinking
- Leadership
- Excellent team player
- Superior telephone skills
- Proficient in Microsoft Office Word, Excel