

RAYMUND VARGAS GUDACA

Mobile: +971-56-943-7491

Email: raymund06gudaca@gmail.com

Notice period: IMMEDIATELY AVAILABLE

Address: Al Muraqqabat, Dubai, UAE



Career Objective

To build a career in a growing organization, where I can do enhancement in my skills and contribute to the growth of the company.

Personal Information

Date of Birth : July 6, 1992
Place of Birth : Bacolod City
Age : 32 years old
Sex : Male
Religion : Roman Catholic
Civil Status : Single
Citizenship : Filipino
Father's Name : Roger Dela Torre Gudaca
Mother's Name : Yolanda Vargas Gudaca

Educational Attainment

2013-2018 - Bachelor of Science in Accounting Technology
University of Negros Occidental-Recoletos
51Lizares Ave. Bacolod City

2005-2009 - High School Diploma
St. Joseph School La-Salle
Brgy. Villamonte, Bacolod City

1999-2005 - Elementary Diploma
Educational Training Center School-I
Alunan St. Bacolod City

Work Experiences

➤ **Associate in Palawan Pawnshop Group**

Bacolod City, Negros Occidental, Philippines

November 2, 2022 – November 30, 2024

- Receives and pays out money to the customer
- Count cash drawer upon opening/closing to very amount
- Receives jewelry for pawning
- Resolve problems or discrepancies concerning customer's accounts
- Enter customer's transactions and issue computer-generated receipts
- Arrange money received in cash boxes and coin dispensers according to denomination
- Making and performing BIR Book
- Records pawns to the ledger
- Records daily transactions to the cashier's ledger notebook
- Preparing daily transactions report through computer generated lists and archives

➤ **Accounting Staff in Vallacar Transit Inc**

Prk.Himaya, Brgy.Mansilingan, Bacolod City, Negros Occidental, Philippines

February 2019 - October 2022

- **Processed and verified liquidation reports** submitted by employees, ensuring accuracy and compliance with company policies.
- **Verified and reconciled employees' CAFL balances in the subsidiary ledger**, ensuring all entries were accurate and aligned with the company's financial records.
- **Invoiced and recorded cash advances for liquidation**, ensuring accurate and timely posting to both the General and Subsidiary Ledgers.
- **Posted Journal Vouchers (JVs) and Petty Cash Vouchers (PCVs)** into the accounting system, ensuring all entries were accurate and compliant with financial procedures.
- Process Cash Advance from branches that are needed to be approved by the Head Office Finance Manager
- **Entered and managed customer account information in AX 2012**, ensuring data accuracy and proper system updates.

➤ **Accounting Staff in Builder's World**

Brgy.Villamonte, Bacolod City, Negros Occidental, Philippines

May 8, 2018 - January 2019

- Filling and receiving reports from the warehouse
- Handle SAP Applications (PO, GRPO, API and other reports needed)
- Computing cost of items
- Bank reconciliation
- Check and monitors the Official Receipts and Charge Invoice/s
- Encoding to the system the bills and payables related transactions
- Filling of related documents for this function
- Identify and classify bills and payables
- Record issued checks

➤ **Recoletos Educational Assistance for Deserving Students (READS) Scholar in Fray Luis de Leon Library**

51 Lizares Ave., Bacolod City

April 2013 - April 2018

- Assisted library users.
- In- charge of the Baggage Counter.
- Monitored the statistics of the library users by hour.

Work Experiences (*continuation*)

- **On the Job Training in Accounting Department, Starcki Venture Corporation**
Villamonte, Bacolod City
October 2017 - March 2018 (200 hours)
- **Housekeeping in Ultimate Manpower**
Agency Transcom Pasig Branch
October 2011 - September 2012
 - Sweeping and dusting the production area.
 - Vacuum and polishing the area.
 - Generally cleaning of comfort room every week.
 - Maintained the orderliness of the garden.
- **Housekeeping in Ultimate Manpower**
Agency Transcom Bacolod Branch
February 2011 - October 2011
 - Sweeping and dusting the production area.
 - Vacuum and polishing the area.
 - Generally cleaning of comfort room every week.
 - Maintained the orderliness of the garden.
- **Service Crew and Cook in Raffy's Sizzlers**
Lacson St. and Villamonte Branch, Bacolod City
December 3, 2009 - November 17, 2010
- **Student Assistant in Library, St. Joseph School La-Salle**
Villamonte, Bacolod City
June 2006 - April 2009

References

Junlie Dungog
Finance Manager in Trade License Zone located in Dubai, UAE
+971 56 981 0902

Jayson Delatado
Accountant in Sanosil Mena Detergents and Disinfectants Manufacturing Co. LLC located in
Dubai, UAE
+971 56 307 1739

Matt Angelo Yatar
Senior Structural Engineer in Engineering Design Consultancy Group located in
Dubai, UAE
+971 50 883 2891