

**CURRICULUM VITAE
ROSE MARIE**

For further information

Contact Jude-Employment Co-ordinator

Phone DDI 03 353 4161

CAREER OBJECTIVE:

To find a position in the banking/finance sector where I can apply my proven skills and 15+ years of account management and accounting experience.

KEY WORK SKILLS:

- Over 4 years experience as Chief Accountant of Investment Banking and Special Assets Department of Land bank of the Philippines.
- Over 12 years experience as Head Accounting Center/Branch Accountant in various branches of Landbank of the Philippines.
- Over 6 years experience in bank auditing/examination of head office units/branches of Producers Bank of the Philippines
- Account management experience includes:
 - Managed payment of clients/buyers of bank properties in cash or installment basis
 - Administration of bank's assets/properties
 - Managed and monitored loan applications/payments of bank clients/creditors
 - Managed and maintained high yield deposit accounts of bank clients
- Accounting Skills in:
 - Day to day bank transactions
 - Preparation of financial reports
 - Supervision of branch and clients/agencies payroll
 - Reconciliation of branch and head office accounts
 - Processing and payments of government taxes and collection of remittances
 - Sound auditing experience
 - Budget allocation and control
- Excellent communication skills:
 - Relates effectively and professionally to with customers/clients/management and work colleagues

PERSONAL ATTRIBUTES:

- Professional with strong business ethics
- Friendly, self motivated, multi-faceted with a can do attitude
- Organised and quick learner who pays attention to all details

WORK EXPERIENCE:

**April 2006 -
January 2010**

Chief Accountant – promoted from Branch Accountant
Investment Banking and Special Assets Group

Land Bank of the Philippines, Manila, Philippines

- Under direction, handles the disposal, management and administration of acquired assets/properties of the Bank.
- Review, analyze and comment on financial reports
- Signs official documents within delegated authority/write technical reports on specialize areas, attends meetings and conferences.

**September 1992 -
April 2006**

Branch Accountant / Head, Accounting Center

Various branches

Land Bank of the Philippines, Manila, Philippines

- Under direction, supervised and controlled the day to day operations of Accounting Center (AC)
- Maintained full set of books in accordance with existing policies and procedures
- Liaised with unit management, clients and external parties such as auditors, tax agents, and bank regulators.

**September 1986 -
September 1992**

Senior Bank Examiner

Auditing Department

Producers Bank of the Philippines now Banco de Oro

- Conducted the periodic and special examination of Head Office/ Branches/Specific Accounts in accordance with approved audit program.
- Ensured proper application of internal control standards and procedures.
- Prepared audit reports.

EDUCATIONAL QUALIFICATIONS

1979 – 1983

Bachelor of Science in Commerce major in Accounting

Far Eastern University, Manila, Philippines

PROFESSIONAL TRAINING AND ACHIEVEMENTS

Certified Public Accountant (May 1985), Professional Regulation Commission, Manila, Philippines

Career Service Examination, Sub-professional Level (Dec 1981), Civil Service Commission, Quezon City, Philippines

Management Training Program (Sept 1989 to May 1990) Producers Bank of the Philippines - now Banco de Oro, Quezon City, Philippines

REFEREES:

WORK:

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PERSONAL:

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