



Felix Jr Cabalida Alzate

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Present Address:
Dinoy Compound, Purok Singkamas, Brgy. Cogon, Cordova
6017, Cebu, Philippines

Basic Information

Age 30	Birth Date Apr 12, 1993	Gender Male	Civil Status Single
Height (cm) 168	Weight (kg) 110	Nationality Filipino	Religion Full Gospel Christianity

Work Experience

I have been working for 17.43 years

Nov 2022 - PRESENT
(6 Months, 1 Week)

Senior Finance Analyst

Lear Automotive Services (Netherlands) B.V. - Philippine Branch
Manufacturing / Production
MEPZ 1, Brgy. Ibo, Lapu-Lapu City, Cebu 6015

Major Exposure:

- General Accounting, Cost Accounting, PFRS & IFRS Reporting, Logistics Accounting, Financial Statement Analysis, Hyperion Financial Management, iNET Logistics System, Sage Fixed Assets – Premier Depreciation, Lear Log Portal

Key Functions:

- Running of weekly Self Billing Invoices (SBI) for iNet Logistics System
- Review, Verification and Splitting or allocation of Paper Invoices to various Lear Europe Plants
- Monthly iNet SBI Accruals
- Finance Admin of Lear Log Portal
- Monthly Head Count V-Walk Analysis
- Quarterly Cycle Count Compilation and Review
- Quarterly Attest Report Preparation (SOX Requirement)
- Annual Fixed Asset System reporting for US Taxation
- Finance Business Partner for Logistics Finance using iNet concerns of entire Europe plants
- HFM Report Retrieval monthly or as needed
- Monthly data blocks for LTA & Commercial preparation
- Monthly plant performance and inventory status report preparation
- Design and development of paper invoices monitoring database.
- Design and development of report preparation tools (Key Operating Trend Reports and SBI Tools)
- Additional FP&A Tasks to be turned-over
- Ad-hoc Tasks

Mar 2018 - Oct 2022
(4 Years, 8 Months)

Finance & Accounting Manager

L3 Concrete Specialists Inc. (A Subsidiary of Udenna Corporation)
Manufacturing / Production
Punta Engano, Lapu-Lapu City, Cebu 6015

Major Exposure:

- General Accounting, Cost Accounting, PFRS & IFRS Reporting, Tax Accounting and BIR (Bureau of Internal Revenue) Compliance, Business Registration Process, People Management, Systems Planning & Design, Administrative Management, Customer Relations (both internal and external), Related Party Transactions, and Weekly Task Planning

Key Functions:

- Preparation of both internal and external financial statements
- Preparation of other relevant financial reports for management's use
- Supervision of Finance & Admin. Department
- Development of Accounting System and Policies
- Planning, design and lay out of various Company forms
- Review of Billings to customers, Sales Vouchers and Creation of Cash Receipts Voucher
- Review of Accounts Payable Vouchers and Cash Disbursement Vouchers
- Review of Semi-Monthly Payroll and Creation of APVs
- Review of Purchase Requests and Approval of Purchase Orders
- Creation of Cash Receipts Vouchers
- Conducts Bank Reconciliation and Cash / Treasury Management
- Preparation and Submission of BIR Tax Returns
- Processing of Government Regulatory Documents
- Projection of Monthly to Annual Budgeting
- Training, Workshop and Evaluation of Subordinates
- Costing and Inventory Management
- Contributes in organizing company events
- Ad-hoc tasks relating to management of Finance and Admin. Department.

Jan 2016 - Feb 2018
(2 Years, 1 Month)

Assistant Finance Manager

EngenderHealth, Inc.

Non-Profit Organization / Social Services / NGO

Cebu City, 6000

Major Exposure:

- General Accounting, Accounting for Non-Government Organization (NGO), Knowledge in USAID Rules and Regulations for Cooperative Agreements, Payroll Accounting, Tax Accounting and BIR Compliance, People Management, Customer Relations (both internal and external), and International Relations

Key Functions:

- Produces Monthly Field Reports for submission to New York Office which Includes – Bank Reconciliations, Salaries Allocation Worksheet, GL Account Reconciliations, and Monthly Journal Entries
- Prepares Monthly Variance Report for Budgeted Expenditures Vs. Actual
- Oral Presentation of Variance Report to Various Management Personnel
- Computes Payroll, Government Remittance Requirements, and BIR Remittances and Returns
- Review and Approve Various Journal Entry Vouchers being entered in Sage X3 Accounting System
- Generation and Interpretation of Grant Vs. Expenditures Report (Monthly and Inception-to-Date)
- Coordinates with Internal and External Audits
- Coordinates with NY Head Office, as necessary
- Training and Coaching Finance Staff for Sound Accounting Practice in Compliance with Ethical Standards, IFRS and PFRS, USAID Rules and Regulations, USGAAP, and Compliance with Company Policies and Standard

Nov 2013 - Apr 2023
(9 Years, 5 Months)

Audit In-Charge / Experienced Audit Associate

P&A Grant Thornton International (Audit Firm)

Accounting / Audit / Tax Services

Cebu City, 6000

Major Exposure:

- Audit Planning, Substantive Audit Procedures, External Audit in Compliance with IAS and PAS, Compliance Audit in Accordance with Sarbanes Oxley Act (SOX Audit), Client and Employee Relations, Exposure to Various Accounting Set-Ups of Clients (Client Portfolio: NGO, English as a Second Language (ESL) School, Cooperative, Manufacturing, Hospital, Bank, Real Estate, Restaurant, and Distribution Companies), Interim Financial Reporting Audit, Agreed Upon Procedures, Tax Return Preparations and Securities and Exchange Commission (SEC) Compliance

Key Functions:

- Planning and tailoring of Audit Programs to cater the nature of Client's Business in accordance with IAS or PAS and with P&As Audit Methodology
- Delegation to and Supervision of Audit Associates substantive audit procedures in Compliance with the Audit Program prepared
- Review of Working Papers of Audit Associates
- Coordinates with Accounting Managers and Partners for Review of Audit Program Compliance.
- Coordinates with Client during the entire audit duration.
- Conducts Substantive Audit Procedures, Preparation of Client's Tax Returns, and Submission of Reportorial Requirements of various Government Agencies like BIR and SEC.
- Conducts fieldwork to clients for cash count observation, inventory observation, inquiry procedures, vouching procedures, and walk-through procedures as well as reporting audit results to clients

Apr 2013 - Oct 2013
(6 Months, 4 Weeks)

Accounting Staff

PertServ, Inc.

Human Resources / Manpower & Recruitment

Mandaue City, Cebu 6014

Major Exposure:

- General Accounting, Bookkeeping, Management Relations, and Clerical Tasks

Key Functions:

- Journal entry analysis and encoding entries to books of accounts
- Bank Reconciliation Preparation
- Check Voucher Preparation and Check Issuances
- Reporting to Finance Manager
- Doing various clerical tasks
- Training for ISO Compliance and Audit

Educational Attainment

Jun 2009 - Apr 2013

University of Cebu - LapuLapu and Mandaue

Prof'l License(Passed Board/Bar/Prof'l License Exam)

Bachelor of Science in Accountancy

Licenses / Certifications

Oct 24, 2013

Certified Public Accountant (Philippines)

0152400

Government Documents

Passport

ID Number: P2005816A

Place of Issue: DFA Mandaue

Date of Expiration: Apr 12, 2033

NBI Clearance

ID Number: A423DFMR39-CM2934822

Date of Expiration: Oct 21, 2023

Skills

MS Office (Word, Excel, Powerpoint, Publisher, Outlook, Teams) | SAP Business One | Sage X3 | Quickbooks | Sage FAS | iNet Transport Management System | Hyperion Financial Management | Excel Macros

Languages

English | Filipino

Character References

Jason Y. Augusto, LPT

Public School Teacher

Mactan National High School (DEPED)

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Ladysma U. Longgacit

Accounting Supervisor

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