

# Resume

## **BERNIE MANGADLAO JAVA**

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## **PROFESSIONAL OBJECTIVES:**

To be able to build a career related to audit and administration functions in an established company where I could seek professional growth and display my skills proficiently.

To effectively contribute to the progress of the company through integration of acquired knowledge in administration and auditing skills within the organization.

**Position Desired:                      Call Center Agent**

## **PERSONAL DATA:**

Birthdate            : October 28, 1972 (48 Years Old)  
Civil Status        : Married  
Place of Birth      : Mlang, Cotabato, Philippines  
Religion            : Latter-Day Saints (Mormons)

## **WORK EXPERIENCED:**

### **Tabuk Cement Company** (*Kingdom of Saudi Arabia*)

ISO Coordinator / Production Secretary

QA and Production Department

May 24, 2016- April 01, 2020 **(3-Year & 4-Months Experienced)**

#### As Productions Secretary:

- Drafts Production correspondence.
- Attend Managerial meetings and distributes minutes of meeting.
- Prepares Daily & Monthly Production Data Reports.
- Facilitates technical staff performance evaluation reports, joining, vacations.
- Facilitates submission of Production sections shift schedules.
- Coordinates to contractors as to their immediate needs such as reports, correspondence, accommodation, vehicle, etc during kiln shutdown.
- Conducts and prepares report for bricks, castable, grinding media, paper bags inventory.

#### As ISO Coordinator:

- Updates Quality Management System Manual.

- Updates ISO 9001:2015 Procedures, Formats and Work Instructions.
- Updates Document Changes from each Departments.
- Maintains ISO Documents as to its prescription retention period.
- Plans and schedule Yearly Internal Audit.
- Prepares reports and agenda for Management Review Meeting.
- Coordinates with External Auditors for its yearly surveillance audit.
- Performs other tasks that maybe assigned from time to time.

**Al Jouf Cement Company** *(Kingdom of Saudi Arabia)*

**Executive Secretary**

Asst. To General Manager Office

November 2014-April 2016 **(1-Year & 5-Months Experienced)**

- Drafts correspondence to all technical departments, admin and finance.
- Arrange accommodation and transportation for incoming site visitors.
- Arrange daily meetings for all technical managers.
- Attend Managerial meetings and submit minutes of the meeting.
- Prepares Weekly Progress Reports such as but not limited to:  
Materials Department, Quality Control, Quarry, Power Plant, Purchasing Department.
- Prepares Monthly Progress Report, IT Department & Projects Department.
- Prepares Plant Quarterly Progress Report.
- Facilitates technical staff performance evaluation reports, joining, vacations.
- Facilitates submission from all technical departments shift schedules.
- Coordinates to contractors as to their immediate needs such as reports, correspondence, accommodation, vehicle, etc.
- Performs other tasks that maybe assigned from time to time.

**Al Jouf Cement Company** *(Kingdom of Saudi Arabia)*

**Executive Secretary**

Plant Director's Office

October 2012 – November 2014 **(2-Years Experienced)**

- Drafts correspondence to all technical departments, admin and finance.
- Arrange accommodation and transportation for incoming site visitors.
- Arrange daily meetings for all technical managers.
- Attend incoming calls for the Plant Director.
- Prepares and collates monthly production reports such as the quarry, production, power plant and dispatch report.
- Prepares monthly HFO Reports.
- Facilitates technical staff performance evaluation reports, joining, vacations.
- Facilitates submission from all technical departments shift schedules.
- Coordinates to contractors as to their immediate needs such as reports, correspondence, accommodation, vehicle, etc.
- Performs other tasks that maybe assigned from time to time

**Al Jouf Cement Company** *(Kingdom of Saudi Arabia)*

**Admin & HR Secretary**

Admin & HR Manager's Office

March 2012 – September 2012 **(6-Months Experienced)**

- Drafts correspondence to other departments
- Verifies and counter-check employee's overtime.
- Attend incoming call for the Admin & HR Manager.
- Performs other task that maybe assigned from time to time

**Duty Free Philippines**

**Accent Management & Retail Specialist**

**Internal Auditor**

June 2007-July 2012 **(5 year Experience)**

Davao International Airport Davao Philippines

- Conducts inventory spot count on a weekly basis.
- Reviews the accuracy & adequacy of Merchandise Breakdown Sheet (inventory sheet) posting.
- Reviews incident reports prepared by store personnel, warehouse staff.
- Reviews request for adjustments for items with discrepancies.
- Verifies damaged items from all locations such as stores and warehouse.
- Conducts physical counts in all arriving shipments of stocks from Integrated Warehouse Manila.
- Reports discrepancies noted during the transfer and receiving of stocks.
- Formulates reports for all near expiry date of all items available.
- Reviews expiry validity of products with near expiry dates.
- Draft audit report on items with variances during spot count, and regular audit count.
- Reconciles variances noted in the course of audit against those with the system (MIS).
- Assist the Audit Manager in implementing audit systems and procedures especially in inventory.

**SmartLink Systems, Inc.**

**Sales Executive/Liaison Officer**

J. Palma Gil Street, Davao City

2004-2006 **(2 year Experience)**

- Handles price quotations, prepares delivery of computer units and its accessories.
- Follows up old accounts, draft demand letter to delinquent customers, assists collections from customers.
- Assembles computer units for delivery to valued customers.

**Platinum Plans, Inc.**

**Branch Unit Coordinator**

J.P. Laurel Street, Davao City

2002-2003 **(1 Year Experience )**

- Handles client's presentation on pension, mortuary benefits and educational plans.
- Prepares computerized reports to the Branch Manager
- Conducts training and seminars to newly recruited agents

**OMERO Print, Inc.**

**Internal Auditor/Purchaser/Buyer**

Don Antonio Heights Diliman, Quezon City

2000-2002 (2 Year Experience)

- Handles the Cash Position of the company.
- Conducts background investigation and community investigation on applicants and salesmen.
- Purchases inks, papers, and other printing supplies and materials.
- Locates all personnel with pending cases against the company, especially those with warrant of arrest cases.

**WellMade Mfg. Corporation**

**Internal Auditor/Accounting Head**

III Iba Road, Pantoc, Meycauayan, Bulacan

1997-2000 ( 3 Year Experience )

- Handles the operations audit of cash accountability, receivables, expenses validity checking, and confirmation of accounts.
- Reviews reports conducted by audit team members.
- Formulates audit systems and procedures
- Supervises audit team on background and community investigation of company's applicants and erring salesmen.
- Conducts workshops, seminars, training for newly hired audit and accounting personnel.
- Evaluates monthly performance of audit team members.
- Handles computer based accounting systems and procedures using the accounting package known as FINANCIAL ACCOUNTING PROFESSIONAL (Fact Pro).
- Supervises the incoming and outgoing of accounting transactions

**La Croesus / Lakpue Drug, Inc.**

**Branch Coordinator**

Cagayan De Oro City

1993-1995 (2 Year Experience)

- Handles sales and collections.
- Conducts daily inventory.
- Monitors account receivables as it falls due.
- Deposits collections to the bank.

**TRAINING/SEMINAR/WORKSHOPS ATTENDED:**

- ❖ FINANCIAL ACCOUNTING PROFESSIONAL (Fact Pro) :Davao City
- ❖ Pre-Employment Seminar for Local Applicant :Davao City
- ❖ Background Investigation :Quezon City
- ❖ Bank Fraud Seminar, Specimen Signature Verification :Quezon City
- ❖ Operations Audit systems & Procedures :Cebu City
- ❖ Customer Service & Service Support Seminar :Davao City

**EDUCATIONAL BACKGROUND:**

- ❖ BSC-Accounting : Rizal Memorial Colleges  
March 1993 – Graduated WITH HONOR A. Pichon , Davao City

**SKILLS/INTEREST AND ACHIEVEMENTS:**

- ❖ Proficiency in Microsoft Office Programs (Word, Excel, Power Point).
- ❖ Basic knowledge in Financial Accounting Professional (Accounting Software).
- ❖ Average Typing Skills.
- ❖ Highly motivated to interact with people.

**QUALIFICATIONS:**

- ❖ Has a high regard on character.
- ❖ Pro-active, responsible, honest and well-rounded.
- ❖ Analytical and output-oriented.
- ❖ Rated as strong performer in Operational Audit and Administrative functions.
- ❖ Can work with minimum supervision and extended hours.
- ❖ Willing to be assigned in different locations.

**Bernie Mangadlao Java**

Applicant

