

**MICHAEL ALLEN C. MATEO**

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**Professional Skills:**

With web development training focusing on front-end development using HTML, CSS, Bootstrap. Knowledgeable in programming and algorithm languages such as PHP and Javascript. Knowledgeable in Database and MySQL. Knowledgeable with MVC Framework Laravel. Knowledgeable with Version Controls such as Github and Gitlab.

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**Educational Attainment:**

Bachelor of Science in Accountancy  
University of the East - Manila  
C.M. Recto, Manila  
2008 up to April 2013

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**Personal Data:**

Single, Born on August 20, 1992 in Sta. Mesa Manila. Filipino citizenship. Has good verbal and written communication skills. Has a good attention to details, organization and ability to multi-task. Able to learn quickly. Flexible, competent, dependable and hardworking. Analytical and critical thinker, with good managing skills. Can work well both independently and as a team.

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**Employment History:**

- Cost Accountant / Administration Coordinator  
Tamkene Saudi Training Center - Saudi Arabia  
Sept. 22, 2016 – Sept. 23, 2017

Duties and responsibilities:

- Performing accounting duties covering budgeting and expense monitoring of the center.
- Receiving and answering client's email and phone inquiries regarding training and services offered by the center.
- Booking of confirmed training in the centers' training calendar and notify instructor who will conduct the training

- Coordinating and reminding clients on their training schedules
  - Inventory of training materials and supplies
  - Preparing training materials and supplies
  - Preparing certificates and IDs for candidates after training
  - Maintaining and updating the centers' training records and files
  - Insuring and processing Center's accreditation requirements and compliance
- Internal Auditor  
China Banking Corporation - Philippines  
Dec. 2, 2013 – Aug. 18, 2016

Duties and responsibilities:

Performing duties in relation to internal audit function established to examine, evaluate and improve the effectiveness of risk management, internal control and governance processes of branches, business centers and support units of the bank. When the need arises, conducting special investigations on fraud cases & other irregularities and provides other consulting services.

- Accounting Assistant (Internship)  
Philippine Business for Social Progress  
June 18 – Sept. 14, 2012

Assisting the finance officer in preparing accounts receivable report, verification of request for payment, encoding SSS premium remittance in SSS system.

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**Web Development Training:**

- TUITT INCORPORATED - CODING BOOTCAMP  
BATCH 8  
March 22 – June 22, 2018

Undergone a 3 months web development training focusing on front-end development using HTML, CSS, Bootstrap. Programming and algorithm languages such as PHP and Javascript. Relational Database Management Systems, MySQL. MVC Framework, Laravel.

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**Character References:**

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