



MICHAEL ALLEN C. MATEO

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EDUCATION AND TRAINING

- Certificate of Completion, Web Development Training
TUITT INCORPORATED - CODING BOOTCAMP
Quezon City
March 22 – June 22, 2018
- Bachelor of Science in Accountancy
University of the East - Manila
C.M. Recto, Manila
2008 up to April 2013

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.

PROFESSIONAL SKILLS

With a Bachelor's degree in Science of Accountancy, experienced with process improvement, compliance, risk assessment and mitigation and testing of internal controls. Competent in Microsoft applications including Word, Excel and PowerPoint. Experienced with customer service and training coordination abroad. Experienced in web development focusing on front-end and back-end using HTML, CSS, Bootstrap, Javascript and PHP. Knowledge in Database Management System such as MySQL, MVC Framework such as Laravel, Version Controls such as Github and Gitlab.

REFERENCES

BILLY WILSON A. ARANTE
Instructor
Tuitt Coding Bootcamp
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