

**MICHAEL ALLEN C. MATEO**

BLK 347 Lot 2 Zone 14 Peony St. Pembo, Makati City

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**Professional Skills:**

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.

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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 – Ongoing

Undergoing a 3-month web development training focusing on front-end development using HTML, CSS, Bootstrap, and back-end development using PHP and Javascript. Trained on Relational Database Management Systems using MySQL and MVC Framework using Laravel.

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**Character References:**

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