



# JONI ROSE B. LONGABELA

Accounts Assistant

## About Me

I am a Filipino national, born in Olongapo City, Philippines, on the 8th of April 1976. I am hardworking and collaborate effectively with people, employing advanced tactics and demonstrating solid initiative. I am fast learner, dedicated to my work, and loyal. I consistently meet report deadlines well in advance. I ensure that everything adheres to the policies and rules of the company.

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433 Jebelat Hebshi Kingdom of  
Bahrain

## Objectives

"I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities"

## Education

**College: 1994 – 1999**

Pamantasan ng Makati  
West Rembo, Fort Bonifacio Makati City  
Bachelor of Science in Accountancy

**High School: 1989 – 1993**

3rd Honorable Mentioned Medalist Bunga  
Barangay High School  
Bunga, Leyte (with honor)

**Elementary: 1983 – 1989**

4th Honorable Mentioned Medalist  
Pangasugan Elementary School  
Baybay, Leyte (with honor)

## PERSONAL BACKGROUND:

<b>Nickname:</b>	<b>Joni</b>
<b>Age:</b>	<b>49 years old</b>
<b>Status:</b>	<b>Married</b>
<b>Citizenship:</b>	<b>Filipino</b>
<b>Religion:</b>	<b>Christian</b>
<b>Weight:</b>	<b>60 kilos</b>
<b>Dialect:</b>	<b>English, Filipino</b>
<b>Height:</b>	<b>4'11"</b>
<b>Name of Spouse:</b>	<b>Ritchie B. Longabela</b>
<b>Dependents:</b>	<b>4</b>
<b>Special Skills:</b>	<b>Computer Literate</b>

**(MS Word, MS Excel, Quick Books & Diamond)**

**Position: Accounts Assistant (Bahrain)**

**Employer: Electrical & Mechanical Company (EMCO) W.L.L.**

**Date: From January 18, 2015 up to July 15, 2025**

- Regularly collect employees daily time sheet and update to the system to ensure payroll accuracy.
- Assisting with the preparation of payroll and related tasks.
- Preparing summary employees present, absent reports monthly.
- Managing to prepare Local Purchase Order (LPO) from time to time as per purchasing department requested.
- Processing and checking invoices, expense reports, and payment request.
- Processed invoices ensuring on time payment to vendors.
- Preparing the Leave Salary and Indemnity computation up to check preparation once approved by Managing Director.
- Preparing the monthly time sheets form.
- Distributing checks for all suppliers' payment coming for collection.
- Preparing official receipts and deposits slips.
- Managing petty cash transaction summary up to check preparation from time to time.
- Processed monthly utility bills such as Batelco bills, Bapco and rentals.
- Filing payment vouchers from time to time once enter to the system.
- Responded politely and efficiently to accounting queries from colleagues.
- Attending phone calls.
- Other duties assigned by the senior accountant from time to time.

**Position: Cashier (Bahrain)**  
**Employer: Dana Garden S.P.C.**  
**Date: From March 17, 2014 up to January 15, 2015**

**Duties and Responsibilities:**

- Preparing official receipts using diamond system.
- Receiving payments from the customer either cash or card.
- Assisting customer while selecting plants to buy.
- Responsible in handling cash sales for that day.
- Make a deposit slip together with the cash sales then gave to the accountant
- Preparing a delivery note and invoice.
- Recording all purchases, delivery sales and receipt to the systems. (DIAMOND SYSTEM)
- Assisting the accountant for accounts record.
- Handling works inventory by physical counting monthly.
- Other works assigned from time to time.

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**Branch Cashier (Philippines)**  
**Sr. Sto.Nino Resources & Development Corp.**  
**February 1, 2011 up to September 30, 2013**

**Duties and Responsibilities:**

- Receives client's payments and issues official receipts
- Deposits collections, encash checks and update/maintains passbooks and Cash Receipts Books.
- Custodian of Calamba Crossing Admin Petty Cash Fund and Change Fund.
- Prepares daily collection report and semi-monthly cash in bank reports with bank reconciliation.
- Coordinates and transacts with parties such as bank and other financial institutions.
- Maintain an updated file of all deposit slips, official receipts, bank documents and returned checks.
- Performs other duties related to the function of the office as may be assigned by the Treasury Manager.

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**Accounting Assistant**

**Responsibilities:**

- Assist the Accounting Officer in preparing financial reports required by the government and/or management.
- Prepare the following reports:
  - Summarized monthly Accounts Receivables Aging Report from all branches.
  - Summarized monthly Cash Receipts from all branches.
  - Summarized monthly Advances, Retentions, Admin & Marketing Expenses, Advances from Lot Buyers, Materials Inventory, Accounts and Commission Payables, and Construction Deposit Payables.
  - Prepare monthly Accounts Payables.
- Coordinate and update the following with Other Head Office Employees/Branches:
  - Monthly Cash in Bank Reports.
  - Monthly Accounts Receivable Aging and Cash Receipts Reports.
  - Monthly Sales Report.
  - Monthly Real Estate and Materials Inventory Reports.
- Maintain and update the following:
  - Daily updates of all schedules from ledger to soft copy.
  - Logbook of all memos received by the Accounting Officer.
  - Ledgers of Advances from Lot Buyers and Construction Deposit Payables.
- Perform other duties related to the functions of the office as assigned.

**Declaration:**

I hereby certify that the above information is true and correct according to my knowledge.

**Position: Accounting Assistant**  
**Company: CLFG, Problends Food Corp./Follosco Manufacturing**  
**June 1, 2006 - August 31, 2010**

**ACCOUNTS PAYABLES- Ceferino L. Follosco Group of Companies- Quick Books Systems**

- Responsible for handling disbursement of more than twenty (20) companies.
- Prepared production reports & processed loans for Finance companies.
- Prepared Statement of Account for all companies.
- Prepared daily reports of disbursement between Passbooks for all companies.
- Encoded disbursement of all companies into the Quick Books systems.
- Responsible for handling and reordering of checks for all companies.
- Monitored all due accounts of manufacturing companies for check preparation.
- Responsible for handling petty cash fund.

**ACCOUNTS RECEIVABLES- Problends, FMIC & Hydro-Tech System**

- Received orders & scheduled deliveries to customers.
- Prepared sales analysis based on the total availment & balances.
- Recorded sales invoices & delivery receipts to the sales books accounts.
- Prepared weekly & monthly sales reports.
- Monitored due accounts & followed up checks to customers.
- Prepared statement of accounts for those already due.
- Recorded payment collections to the cash receipts books.
- Issued Official Receipts for collected payments.
- Forwarded collections, either cash or checks, to the bookkeeper with a logbook.
- Prepared accounts receivables reports weekly & monthly.
- Prepared sales reports weekly & monthly.
- Responsible for handling petty cash fund of Problends & Alpha Machinery.
- Responsible for updating the schedule of books accounts of Problends & FMIC.

**ACCOUNTS PAYABLES-PROBLEND & FMIC**

- Prepared checks & checks voucher payables daily for those due accounts.
- Recorded vouchers to the cash disbursement books accounts.
- Responsible for releasing checks payments.
- Prepared a summary of petty cash fund expenses for Problends & FMIC.
- Prepared a summary of contractual payroll for delivery.

**INVENTORY-PROBLEND**

- Conducted monthly inventory of the products.
- Recorded the in & out products to the Inventory costing books.
- Costed the production of finished goods to the Inventory costing books.
- Recorded the purchases of products for the month to the Costing books.

**PURCHASING-PROBLEND**

- Canvassed the price of the raw materials to be used.
- Prepared purchase orders & scheduled deliveries of the ordered raw materials.
- Followed up on undelivered orders.
- Recorded receiving reports of delivered raw materials in the purchased records books.

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Joni Rose Longabela