

DENIS TUMALES SOMOSO, BSA, MBA

Address: 19-E Magat Salamat Street,
Bagumbuhay, Project 4, Quezon City,
1109 Metro Manila, PHILIPPINES
www.Linkedin.com/in/somosophilis

Mobile No: +63-928-991-2653 (PH)
Mobile No: +63-927-870-2229 (PH)
Email address: dan@somoso.org,
dan.somoso@aol.com



HUMAN RESOURCES ORGANIZATION AND MANAGEMENT, ACCOUNTING, AUDITING, GENERAL ADMINISTRATION MANAGEMENT, INFORMATION AND TECHNOLOGY PROFESSIONAL

QUALIFICATIONS:

- Proactive, analytical, fast learner, very dependable, organize and enthusiastic about my work. More than 10 years experience in Human Resources Department, Over 9 years experience in General accounting, auditing, finance and treasury jobs, General Management and Administration, Information and technology works that encompasses on reporting and analysis for accounting, internal auditing, administration and general management.
- Interacts effectively with colleagues, supervisors and clients; has successfully motivated, led and supervised staff in team environments. Additional experience for the following:
 - ❖ MS Office Applications (Word, Excel, P-point)
 - ❖ ERP System
 - ❖ SAP System
 - ❖ MS Office Accounting 2008
 - ❖ Sun System Accounting
 - ❖ Globe Exact Accounting
 - ❖ QuickBooks
 - ❖ MYOB
 - ❖ Peachtree Accounting
 - ❖ Quicken
 - ❖ Fixed Assets Management System (FAMS)
 - ❖ Lotus SmartSuite
 - ❖ Computer troubleshooting
 - ❖ Local Area Networking (LAN) & Network Admin
 - ❖ Computer Hard-Software installations
- Online International USA ODESK Certifications

Title	Date Earned	Score out of 5	Percentile Rank	Transcript ID	Organization
❖ <i>Certified Business Plans Writer</i>	Apr. 14, 2009	3.90	37 %	499329	ODESK
❖ <i>Certified Office Skills Expert (COSE)</i>	Apr. 13, 2009	3.50	68 %	486458	ODESK
❖ <i>Certified Windows XP Expert</i>	Apr. 01, 2009	2.60	17 %	468573	ODESK
❖ <i>Certified Telephone Etiquette Expert</i>	Apr. 14, 2009	3.45	64 %	488158	ODESK
❖ <i>Certified Email Etiquette Expert</i>	Apr. 13, 2009	3.85	82 %	486509	ODESK
❖ <i>Certified Help Desk Expert</i>	Apr. 13, 2009	2.60	42 %	486535	ODESK
❖ <i>Certified Call Center Skills Expert</i>	Apr. 13, 2009	3.50	74 %	486491	ODESK
❖ <i>Certified Online Article & Blog Writer</i>	Apr. 14, 2009	4.00	70 %	488222	ODESK

- Demonstrated history of successfully resolving challenging accounting and auditing issues
- Result-driven and proven experience in areas of Human Resources- International recruitment accounting and auditing, and international taxation with high emphasis in contracts and business and taxation laws.
- Highly regarded as an innovative, collaborative and devoted team member.
- With Overseas experience working and living in the Kingdom of Saudi Arabia, and South Korea.
- Good understanding of English and other few languages.
- Willingness to travel (domestic and international)

CORE COMPETENCIES:

- Human Resources
- Strategic Recruitment
- Efficiency improvement
- Accounting and Auditing
- Financial & cash Management
- Budgeting
- Regulatory Compliance
- General Administration Management
- Information Technology & Technology Integration

WORK EXPERIENCE:

► **Accountant /Contracts/HR/ and General Administration - January 25, 2010 - January 25, 2014**

HYUNDAI ENGINEERING CO., LTD HYUNDAI MOTOR GROUP

“One of the leading Design, Engineering and Construction Company in South Korea, Top 50 Global Design Firm by ENR. Operating in more than 40 countries carrying out international projects for Power plant, Chemical plant, Industrial, Environment and Infrastructure projects in Asia, Middle East Africa, Europe and around the Globe”

HYUNDAI Building,
75 Yulgok-Ro, Jungno-Gu,
Seoul, South Korea 110-920
<http://www.hec.co.kr>

Accounting and Taxation Functions:

- Specialize on overseas accounts, taxations settlement for overseas projects
- Liaises with overseas project accountants and project tax consultants
- Handles Overseas Taxation for Engineering Procurement and Construction overseas projects for Chemical, Power, Nuclear, and Environment & Infrastructure projects in Asia, Middle East, Latin America and Africa.
- Prepares accounting entries, accounts payable, and reviewing, adjusting and reclassifying accounts before closing of books.
- Prepares financial reports
- Prepares Daily Cash Report Audit for every overseas branch and corporate offices
- Multitask for Treasury & Finance' International Banking Transactions
- Monitor and supervise the consistency of the accounting transactions, books closing and the process of the whole accounting cycle

Human Resources and General Administration Functions:

- Recruitment and screening applicants for managerial positions - Project Division
- General Management support - Human Resources
- General Administration support - Employees benefits, business trips and travel matters
- **Main support** for International expansion: New subsidiaries and new branch set-up

Contracts, Taxation and International Business laws functions:

- Bidding contract reviews
- Project Contract reviews and analysis
- **Main support** - primary information input for International taxation and laws to all overseas projects of the Company and its subsidiaries and branches abroad
- Tax analysis for new overseas bidding EPC turnkey projects and existing projects for around 45 countries
- Contract review for bonds, procurement, taxation and international taxation analysis
- Planning and reporting for International laws and Taxation strategies

International Projects involvements

- \$1.30 Billion USD – Turkmenistan Gas Desulfurization Plant Project
- \$202 Million USD – Algeria: Rehabilitation and Adaptation of Arzew Refinery in Algeria
- \$158 Million USD – Algeria: Bir El Msana field's Oil Treatment and Production project (BMS)
- \$200 Million USD – Bangladesh: Ashuganj 225MW Combined Cycle Power Plant Project
- \$300 Million USD – Colombia: Termotasaajero 160 Mega Watts Coal Fired Power Plant in Colombia, SA
- \$340 Million USD – Ghana: Project Asona (Takoradi T2 Expansion Project)
- \$442 Million USD – India: Gautami Stage-II Project Hiranandani LNG Terminal FEED Services
- \$200 Million USD – Indonesia: Contract for Asahimass Petrochemical Project in Indonesia
- \$220 Million USD – Iraq: Al-Qudus Gas Turbine Power Plant Project in Iraq
- \$100 Million USD – Iraq: Taza Gas Turbine Power Plant Project in Iraq
- \$300 Million USD – Iraq: Rumaila Gas Turbine Power Plant Project in Iraq
- \$100 Million USD – Kazakhstan : Transmission Network Construction and Substation Modernization Project
- \$900 Million USD – Kazakhstan : Shymkent Lube Base Oil production facility in Kazakhstan
- \$763 Million USD – Kenya: Olkaria I Additional Units 4&5 Geothermal Power Plant (140MW)
- \$360 Million USD – Malaysia: Plant Rejuvenation and Revamp 2 PGB (Petronas Gas Berhad) Project

- \$228 Million USD – Oman: Wastewater Treatment Plant A'Seeb Project
- \$100 Million USD – Pakistan: Uch-II Expansion Combined Cycle Power Plant (400MW)
- \$190 Million USD – Saudi Arabia: Jubail Polysilicon Plant Project in Saudi Arabia
- \$ 94 Million USD – Tunisia: Phosphate Project
- \$530 Million USD – Turkmenistan for the construction of the Turkmenbash Refinery plant
- \$463 Million USD – UAE: front-end and Engineering design (FEED) UAE Ruwais Lube Base Oil Plant Pr
- \$238 Million USD – Uzbekistan: Kandym Fields Gas Processing Plant Project

► **Recruitment / Online head hunting for US based Clients - July 01 2008 - Dec. 15, 2009**

Freelance Online Head Hunter

“Developed skills in online headhunting for my US Clients under Surejobs Network in USA mainland and SplitRus in Hawaii ”

- Develop and execute online recruitment plans and strategies
- Job posting online
- Network through Online professional Groups (Brightfuse.com and LinkedIn.com) .
- Screening applicants / conduct telephone and VOIP interviews
- Short listing of qualified candidates
- Assist my clients in performing reference and background checks for potential employees
- Develop a pool of qualified candidates in advance of need.

► **Accountant and General Administration - July 09, 2007 - July 30, 2008**

MOHAMMAD AL-MOJIL GROUP (MMG)

“One of the leading Engineering and Construction Group in the Kingdom of Saudi Arabia with most projects in SAUDI ARAMCO for Oil drillings, Chemical plants and building constructions”

P.O. Box 11, King Fahed Abdulaziz Road,
31411 Dammam, Kingdom of Saudi Arabia
<http://www.almojilgroup.com>

Duties and Responsibilities:

Accounts Payable functions:

- Handled Accounts Payable for Foreign Accounts including system entries, preparations of payment voucher, liquidations and allocation for advances, and reconciliation for accounts payable
- Handled bank deposit, telex transfers/fund transfers and bank online payments.
- Preparation of monthly accounts payable report

Accounts Receivable Functions (Reliever/multitask):

- Handled the preparation of invoices and billing statements for the clients
- Checking and reviewing system entries, updating and invoice assigning for active clients, reviewing, allocating and validating age trade accounts receivable and liaising to branch accounting departments from different provinces
- Preparation of bi-monthly aged trade accounts receivable report

General management & Multitasked Functions:

- Analysis for general accounting activities, correcting errors and reclassifying the nature of accounts used.
- Handled Finance and Accounting Departmental Administrative functions including supplies and some special tasks
- Monitoring bank guarantees, bank deposits, withdrawals, contract reviews, and accounting system users account monitoring

- Monitoring and updating Payment vouchers for proper fund allocation, payment bank assignment and payment controls
- Assist in batching, cash counts stuffing and pay slip segregation, and payroll distribution for more than 32, 000 employees.
- Assist in monitoring and auditing Fixed Assets (Service vehicles) van, shuttle busses, cranes, backhoes, dump trucks, generators and etc. using FAMS (Fixed assets Management Software)

*** Transactions are mostly done using Sun System Accounting Software and Fixed Assets Management Software ***

► **Auditor (Internal) - January 24, 2007 - June 24, 2007**

PHIMCO INDUSTRIES, INC.

“A leading manufacturer of high quality safety matches and mosquito coils in the Philippines, Established in 1927, Phimco developed into one of the most modern and integrated match factory in the Far East.”

F.V. Manalo St., Punta, Santa Ana,
1000 MANILA, PHILIPPINES
<http://www.phimco.com>

Duties and Responsibilities:

- Assist the management’s operations internal control and other related departmental functions
- Handle Audit functions; Salesman audit, operational and compliance audit
- Audits company salesman in Metro Manila and provinces by conducting surprise physical inventory, cash count, and analysis of aged trade accounts receivable
- Checks the accuracy and validity of the supporting documents of the payment vouchers before approval for payment.
- Conduct post audit and entry validations.
- Assist the Finance department for taxation function
- Performs special audit (financial & operational) and other tasks as requested by the management
- Reviews Customers’ Accounts receivable and recommend necessary action on doubtful and overdue accounts.

*** Transactions are mostly done using Globe Exact Accounting Software (Sweden) and MS Office – Excel ***

► **Accountant /Human Resources /General Administration - April 16, 2002 - August 16, 2006**

GISAGS CORPORATION

“With Nationwide operation for Defense and Security Industry and General Services”

San Miguel St. Corner Roxas Avenue,
9000 Iligan City, PHILIPPINES

Duties and Responsibilities:

Human Resources Functions:

- Handled Human Resources Management and organization
- Actively involved in recruiting, screening and training new employees.
- Handled payroll and employees' benefits (Social Security System, Health & Housing Insurance)
- Resolved conflicts and provide coaching and counseling on human resources matters

Accounting and General Administration Functions:

- Handled the accounts receivable, accounts payable, budgeting, cost and assets management
- Prepare accounting reports
- Conduct inventory of equipment and supplies and reconcile bank deposits.
- Conduct & deliberate planning for services development
- Handled the monthly & quarterly tax preparations for the Bureau of Internal Revenue (BIR)

- Performed and compile records of charges for services rendered, calculate and prepare invoices
- Preparation for the monthly operation report for the government authorities and top executives
- Handled the preparation of security service contracts, & other legal documents
- Monitor & supervise performance for effectiveness and efficiency and resolve interpersonal conflicts among workers.

*** Transactions are mostly done using Local programmed Accounting Software and MS Office – Excel ***

EDUCATIONAL BACKGROUND:

► Masters In Business Administration (MBA) - 2010 - 2014

SOUTHWESTERN UNIVERSITY (SWU)

Villa Aznar, Urgello St., Cebu City, PHILIPPINES

<http://www.swu.edu.ph>

- Completed summer of March 31, 2014
- Major in Human Resources Organization and Management

► Bachelor of Science in Accountancy (BSA) - 2002 - 2006

Masters Technological Institute of Mindanao (MTIM)

Iligan City

9200, PHILIPPINES

- Completed summer of March 2006
- Dean's listed for GPA = 1.84
- Student Body Council –Senate President

► Diploma in Computer Technician - 2002 - 2003

Mindanao Masters Technical Training Center, Inc (MTTCI)

Iligan City, PHILIPPINES

- Completed summer of April 2003
- Student Body Council President
- Gold medal and leadership award for excellent hands-on training performance

► Electronics Engineering Technology : Communications - 1996 - 1998

A preparatory course for Bachelor of Science in Electronics and Communications Engineering (BSECE)

Mindanao State University – Iligan Institute of Technology (MSU-IIT)

Andres Bonifacio Avenue, Iligan City, PHILIPPINES

<http://www.msu-iit.edu.ph>

- Earned credit units
 - Philippine government scholar grantee (MSU-SASE)
 - Department Student Council – Treasury Officer
 - University varsity – Sepak takraw team
 - College male cheering squad member
 - University Choral Society member (OCTAVA)
-