

# **Edgardo A. Cabusora, M.B.A.**

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**Career Objective:**

To hold a managerial position as Project Manager/Marketing Analyst/Accountant.

**Summary of Qualifications:**

* Highly skilled in accounting, financial management and data analysis in a management capacity, having handled key positions in companies from varied industries
* Has a **Master’s Degree in Business Administration**, Major in Finance and Marketing
* Excellent English Speaker (reading and writing) and Conversational Japanese Speaker.

**Work Experience:**

**English Teacher (Japan)**

Part-time English Teacher-January 2010 to present

Teaching the English language to children from 10-15 years old on tutorial basis. Willing and Able to teach College and Post-Graduate Degree in subjects like, accounting, marketing and finance.

**Tiger Electric Company-ISOO 9001 (Japan)**

Quality Control Technician, July 2005 to December 2009

Assists in the checking and preparation of cables and wires. Ensures that materials for assembly and testing comply with the set (ISOO-9004) standards for export. (Finished Products are used for automobiles, marine vessels, Helicopters, Bullet trains, Heavy Equipment).

**Exile Inc. (Philippines)**

Operations Manager and OIC-Finance Manager, January 2004-December 2004

Reviewed daily cash flows and Profit & Loss Report. Analyzed business requirements, reviewed process and system flows, identified areas for improvement and contributed towards a working solution. Over-all lead of panel in recruitment of personnel. Performed and analyzed capital recoveries made of CAPEX Project and gave recommendations. Assisted and coordinated in the preparation of the financial budget and 5 year plan.

### **Pro Standard Inc. (Philippines)**

Operations and Finance Manager, February 2001 to Dec. 2003

Reviewed work procedures /processes and proposed changes for improvements. Kept abreast with market developments, industry standards and practices and align processes and procedures. Responsible for staff planning and training and performance management of the team. Evaluated past and present company performance for future planning and strategic references. Ensured compliance with policies and procedures.

### **Resources, Environment & Economic Center for Studies Inc. (REECS)**

(with lead Gov’t. Agencies; University of the Philippines & National Economic Dev’t. Authority (NEDA)-project funded by WORLD BANK)

Project-based Senior Research Consultant, concurrent database specialist and assistant to the Deputy Director, March 2000-January 2001

### **Union Steel Corporation (I**SOO 9001)

## Accounting Specialist, March 1994-Oct. 1998

Participated in the Preparation, Analysis and Reconciliation of the following books of accounts: Accounts Receivables, Accounts Payables, Bank Reconciliation Statements, General Ledger, Payroll Systems, Cash Flows, Profit & Loss Statement. Warehouse Inventory Management System-database encoding, FY-actual physical counting, analysis & reconciliation.

Marketing Assistant/ Specialist, (Marketing Dept.- Nov.1998-2000)

In-charge of Sales, Promotion & Advertising of the company. Prepared annual MARKETING PLAN to be used for annual projection and proposed budget for the year.

### **Pro Standard Company**

Marketing / Accounting Supervisor,January 1993-Feb. 1994

Supervised the team on a day to day basis. Conducted analysis of marketing budget through, trade/economic performance, comparison & analysis of proposed budget versus actual & the previous year’s performance. Reviewed market parameters as well as risks involved based on past & present company performance & with reference to Profit & Loss Statement. Monitored Changes in market prices, competitor’s movements & over-all changes on economic stability & government policies that may affect present market strategies. Coordinated with inter-department heads for additional information & updates with regards to marketing.

### **RS Video & Film Company**

Accounting Staff,July 1990-Dec. 1992

Conducted Preparation, Analysis and Reconciliation of the following books of accounts: Accounts Receivables, Accounts Payables, Bank Reconciliation Statements, General Ledger, Payroll Systems, Cash Flows, Profit & Loss Statement.

**Education:**

St. Louis College

**Masters in Business Administration**, Major in Finance and Marketing, March 2001

St. Louis College

**Bachelor of Science in Commerce, Major in Accounting,** March 1989

**Skills:**

Computer Literate w/basic programming knowledge

MS Office (word, excel, power point) SAP, WIMS

Basic Flow Charting