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w/ flyer

referred by: Ruby Martus 3/8/18 @ 1:00 AM

## Caerilyn P. Larot

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WPD: 47  
ACC: 95

### EDUCATION

**Bachelor of Science in Accountancy**  
**Saint Columban College**  
1995 - 1999  
Pagadian City

### PROFESSIONAL EXPERIENCES

**Finance Officer**  
February 2015 – March 2016

**Plan International Philippines**  
INGO, Guiuan, Eastern Samar

to P - End of Project

- \* prepares financial request vouchers and ensures completeness of supporting documents attached
- \* posts day-to-day financial transactions to excel data base
- \* facilitates banking errands – withdrawals of operational funds
- \* responds to staff's urgent finance requests
- \* coordinates with line managers in the preparation of monthly budget forecast to be submitted to Finance Manager
- \* prepares monthly, quarterly and yearly financial report together with direct line manager for submission to Finance Manager
- \* conducts physical inventory of office equipment and furniture and updates the asset register every month
- \* ensures safekeeping and systematic filing of both administrative and finance files and documents
- \* closely coordinates with line managers on various transactions like trainings, travel arrangements, leave of staff, filing and archiving

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**Disaster Risk Reduction Faciliator**  
October – December 2014

**EcoWEB, Inc.**  
NGO, Iligan City

"5 kids"

- \* ensures implementation of all DRR related targets of the project
- \* assists in the conduct of other trainings/workshops/ activities of the project
- \* assists in the documentation and data banking
- \* gather and compile all DP-DRRM references
- \* coordinates with the LGUs, INGOs, NGOs on DRR and humanitarian related concerns
- \* acts as finance & admin assistant at Eastern Samar Field Office
- \* systematize office files at Eastern Samar Field Office
- \* coordinates with other staff and facilitates on DRR related concerns in other project areas of the organization

1540  
1440  
124.6  
94.0  
24.0

Communication:

e. s/10

- audit

- bookkeeping
- budgeting
- financial reports

- Books of Accounts
- Quick books
- SAP

submit expected: 18/10-20/10 / mo

start date: ASAP

**Interim Finance Assistant**  
April 2014 - July 2014

**Nonviolent Peaceforce Philippines (NPP)**  
INGO, Cotabato City

- \* assists the Finance Officers on the day-to-day financial transactions
- \* reviews and prepares check payment vouchers of all requests submitted by staff from field offices and Main Office
- \* ensures daily recording of financial transactions to different Donor Cash Books for weekly fund status update
- \* ensures systematic filing of finance files and documents
- \* prepares payment schedules of SSS, Philhealth, Pag-ibig and withholding taxes
- \* assists the Finance Officers in reviewing liquidations submitted by field offices and Main Office
- \* assists in the audit (external and internal) preparations

**Administrative and Finance Assistant**  
October 2010 - March 2014

**Nonviolent Peaceforce Philippines (NPP)**  
INGO, Lanao Field Site, Iligan City

- \* acts as petty cash custodian
- \* prepares cash payment vouchers and ensures completeness of supporting documents attached
- \* posts day-to-day financial transactions to excel data base (NPP Cash Book monitoring template)
- \* facilitates banking errands – withdrawals of operational funds and bank statements
- \* responds to staff's urgent finance requests
- \* coordinates with line managers in the preparation of monthly budget forecast to be submitted to Main Office
- \* preparation of bi-monthly liquidation report to be submitted to Main Office supported with cash payment vouchers, invoices, receipts and other supporting related documents
- \* conducts physical inventory of office equipment and furniture and updates the asset register every month
- \* prepares and facilitates the processing of procurement of goods and services (only those that can be handled at the field site level)
- \* ensures safekeeping and systematic filing of both administrative and finance files and documents
- \* closely coordinates with Admin and HR Department on various transactions like trainings, travel arrangements, leave of staff, filing and archiving

**Bookkeeper**  
January 2008 - September 2010

**EcoWEB, Inc.**  
NGO, Iligan City

- \* ensures posting of day-to-day financial transactions of the organization to different Books of Accounts using excel data base
- \* reviews and ensures completeness of supporting documents attached to liquidations submitted by staff
- \* ensures safekeeping and systematic filing of all financial files and documents
- \* conducts Basic Accounting and Bookkeeping Training to partner-beneficiaries of the organization
- \* closely coordinates with the Finance Officer in the preparation and generation of Financial Statements

**Customer Service Representative**

May 2007 - October 2007

= wife's - daughter

**Teleperformance Philippines, Inc.**

Call Center, Ortigas Center, Pasig City

- Disney

- \* handles inbound calls and resolves customer questions and issues
- \* responds to customer calls using product knowledge
- \* works to build customer confidence in the brand
- \* performs additional work as may be required from time to time under the terms and conditions of the company

5 months

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**PROFESSIONAL TRAINING AND SEMINARS****Basic Disaster Management Training**, Tacloban City, October 20 – 21, 2014**Do No Harm (DNH) Training**, Madelicious Restaurant, Iligan City, August 24 - 25, 2009**Project and Financial Management System Workshop**, De Luxe Hotel, Cagayan de Oro City, August 04 - 08, 2008**Disaster Management Trainers' Training**, EcoWEB Office, Iligan City, April 13 - 15, 2007**The Dynamics of Teambuilding**, Cystal Inn, Iligan City, August 18, 2005**Financial Management Training**, Gardens of Malasag Eco-Tourism Village, Cagayan de Oro City, August 15 - 17, 2005

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**SPECIAL SKILLS AND STRENGTHS**

- \* interpersonal communication skills
- \* flexibility and team player
- \* ability to work under pressure and multi-task capability
- \* ability to work in a multi-cultural team environment
- \* sense of responsibility, commitment and dedication
- \* resourceful and result-oriented
- \* computer skills: MS Word, Excel, Powerpoint
- \* passion for continuous learning and personal growth

ACCOUNTANT

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**REFERENCES****Kamran Shah**

Head of Field Office

NP Philippines

LFT - Iligan City

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**Regina S. Antequisa**

Executive Director

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Iligan City

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