

# EDELITO A. CUETO

## Senior Management Accountant

✉ litocueto1214@gmail.com

☎ (+966) 0502286549



### Summary

I am a dedicated accountant with more than 24 years of experience in the finance and accounting areas. I am a target-driven environment expert with a strong understanding of delivering services with consistency and attention to enhancing the company's profitability and reputation. Strong communicator who thrives in diverse teams and fast-paced environment.

### Experience Highlights

**February 2008 – Present**

**ALGOSAIBI SERVICES COMPANY, Dammam, Saudi Arabia**

**Position: Accountant - Management Acct. & Accounts Receivables**

1. Prepares basic accounting functions including billing, accounts payable, accounts receivable, general ledger, grants accounting, reimbursement requests, and revenue accounting.
2. Prepares reconciliation of all accounting transactions including bank transactions; prepare cash receipts vouchers and other journal entries, and make adjusting and closing entries.
3. Posting of general ledger accounts.
4. Maintains expenditure and budgetary control accounts and records.
5. Coordinates with accounting team to address priorities of the company.
6. Assists as required, in financial reviews, analysis, and long-term projections relative to financial assumptions for management decision making.
7. Participates in annual budget planning and budget-to-actual analysis.
8. Posting of entries from proof sheet to the General Ledger and Subsidiary Ledger.
9. Prepares, file and submit weekly, monthly, quarterly and year-end financial reports.
10. Conducts inventories and reconciliation every end of month.
11. Monitors and control the daily expenditures upon the approved budget.
12. Performs the necessary control over the expenditures periodically (Monthly & Yearly).
13. Reviews the monthly comparison reports include the actual & budgeted figure (current period, accumulated period) with the necessary disclosures.
14. Inspects stocks from sites and other areas of the company in Dammam, Jeddah, Riyadh, Jubail and offshore rigs.

**June 2007 – January 2008**

**RURAL BANK OF PITOGO, Quezon, Philippines**

**Position: Compliance Officer/Internal Auditor**

1. Supervise, manage and train person office staff.
2. Prepares meetings and correspond with member representatives on upcoming meetings.
3. Prepares correspondences, document invoices, including materials for payment of trainers.
4. Monitors and control the daily expenditures and approve the payment upon the approved budget.
5. Performs the necessary control over the expenditures periodically (Monthly & Yearly).
6. Perform routine and non-routine internal audit, investigations, review of procedures/policies and administrative assignments in order to evaluate and report the audit findings.
7. Assist in the implementation and maintenance of departmental quality assurance program and all internal and external audit standards are met.
8. Disseminate of laws, rules and regulations.
9. Assists as required, in financial reviews, analysis, and long-term projections relative to financial assumptions for management decision making.
10. Prepares monthly, quarterly and year-end payment on taxes at the Bureau of Internal Revenue.
11. Assists in internal auditing and preparing final accounts of the company.
12. Working experience in ERP software.

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May 1999 – May 2007

**RURAL BANK OF PITOGO, Quezon, Philippines**

**Position: Accountant/Bookkeeper**

1. Prepares basic accounting functions including payroll, billing, accounts payable, accounts receivable, general ledger, grants accounting, reimbursement requests, and revenue accounting.
2. Prepares reconciliation of all accounting transactions including bank transactions; prepare cash receipts vouchers and other journal entries, and make adjusting and closing entries.
3. Assists as required, in financial reviews, analysis, and long-term projections relative to financial assumptions for management decision making.
4. Reviews the monthly comparison reports include the actual & budgeted figure (current period, accumulated period) with the necessary disclosures for the variances and deviations.
5. Maintains expenditure and budgetary control accounts and records.
6. Assist in collecting and reporting statistical and accounting data on direct, indirect, and general costs, revenues, and reimbursements.
7. Coordinate with accounting team to address priorities of the company.
8. Performs the necessary control over the expenditures periodically (Monthly & Yearly).
9. Participate in annual budget planning and budget-to-actual analysis.
10. Posting of entries from proof sheet to the General Ledger and subsidiary ledger.
11. Filing and submission of monthly, quarterly and year-end financial reports.
12. Conduct inventories and reconciliation every end of month.
13. Prepares payment on taxes at the Bureau of Internal Revenue.
14. Monitors and control the daily expenditures and approve the payment upon the approved budget.
15. Performs the necessary control over the expenditures periodically (Monthly & Yearly).

## Education

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June 2001 - May 2002	Post-Graduate in BS in Secondary Education (units only) Manuel S. Enverga University, Quezon, Philippines
June 1995 - April 1999	Bachelor of Science in Accountancy (Graduate) Polytechnic University of the Philippines, Quezon, Philippines
June 2007 - July 2007	Certified Public Accountant Review Manila Philippines

## Work and Behavioural Competencies

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- Knowledgeable in Computerized Accounting System, Basic Computer Programming and Database configuration
- Microsoft Office Applications & Lotus Spreadsheet Competent
- Experienced working in a legal accounting environment
- Strong numeracy skills and attentive to details with a high level of accuracy
- Efficient in time management, proven ability to work on deadlines and work-well under pressure
- Excellent in inter-personal and organizational skills
- Inherent Team leader and able to work as part of a team
- Competent verbal and written communication skills
- Ability to use initiative and pro-active
- Well-disciplined and self-motivated

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### Affiliations and Distinctions

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- Distinguished Toastmasters, District 79 Toastmasters International 2021
- Area 61 Director, Division F Toastmasters International 2020-2021
- Toastmasters Club President, Algozaibi Toastmasters Club 2019-2020
- Filipino Community Leader, KSA Eastern Region
- Most Outstanding Overseas Filipino Worker, Philippine Overseas Labor Office Eastern Region, 2019
- Featured in Dubai Newspaper, Kabayan Newspaper, 2018
- Founding President, Anak Pitogo Foundation, 2011

### Trainings and Seminars

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- Cybersecurity Training, 27 July 2021
- New Accounting Standard conducted by Acyatan Management Development- June 2006
- Seminar on Financial Reporting Package conducted by Bangko Sentral ng Pilipinas - May 2006
- Workshop on RAR Framework conducted by Bangko Sentral ng Pilipinas - April 2006
- General Ledger Reporting System Seminar by Federation of Quezon Rural Bankers - June 2005
- Seminar on Internal Control for Banks conducted by Land Bank CFI - November 2004
- Basic Rural Banking Course conducted by Bangko Sentral ng Pilipinas - July 2004
- Smart Tax Compliance for Better Business conducted by Acyatan Management Development- August 2003
- Value Added Tax for Managers & Staff conducted by Federation of Quezon Rural Bankers – March 2003
- Seminar on Rural Banks & Cooperatives conducted by Federation of Quezon Rural Bankers – Sept. 2002

### Personal Information

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Birth Date : December 14, 1977 (44 years old)  
Birth Place : Pitogo, Quezon, Philippines  
Civil Status : Married  
Spouse Name: Maricel L. Cueto

### Character References

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- Mr. Praveen Nair, Deputy Finance, Algozaibi Services Company Limited, Dammam, KSA  
Tel. No. 013-847-2444 ext. 323
- Mr. Abdul Fettah Enayal, Advisor to the CEO, Mohammad Al-Dossary Hospital, Khobar, KSA  
Mobile No. 0506863688
- Mr. Ricardo Chuidian, Certified Public Accountant, AECOM-Arabia, Khobar, KSA  
Mobile No. 0547199780 / 0542763675