

Curriculum Vitae
of
Edwin Ballon y Palijaro



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Position Desired: Senior Accountant

OBJECTIVE:

Looking for a challenging and responsible position with a progressive growth-oriented organization in which ability and commitment to excellence will be effectively utilized. An ideal position will allow for the development and offer an environment in which remuneration advancement are based on the strength of individual contributions to the company's goals and objectives.

QUALIFICATIONS:

I have gained knowledge in the government and private accounting, administrative procedures and practices for more than 17 years. Developed ability to set-up financial statements reporting that would require by the management and ability to manage multiple tasks effectively. Work-well under tight timelines and ability to prioritize work in fast-paced environment. I am friendly to hard work and working under pressure.

I have advanced technical proficiency in MS Windows, MS Office, Tally, PeachTree, Oracle - ERP Accounting System, Oracle – JD Edwards, ERP - Microsoft Dynamics, Calculus Accounting System, TRAACS, Electronic New Government Accounting System (eNGAS) and Integrated Accounting.

EDUCATIONAL ATTAINMENT:

Bachelor of Science in Accountancy – Graduated

June 1998 – March 24, 2003
College – Saint Paul School of Professional Studies
(formerly Saint Paul's Business School)
Palo, Leyte, Philippines

Secondary Education (1994-1998), Graduated

San Jose National High School
6505 Dulag, Province of Leyte
Philippines

TRAININGS AND SEMINARS ATTENDED:

February 21, 2014	Project Management with a Financial Twist Seminar Philippine Institute of Certified Public Accountants – Qatar Chapter Holiday Villa Hotel and Residence, Doha, Qatar
February 12, 2014	Surviving the Audit Seminar Philippine Institute of Certified Public Accountants – Qatar Chapter Holiday Villa Hotel and Residence, Doha, Qatar
December 13, 2013	Construction Accounting Seminar PricewaterhouseCoopers Qatar (PwC) and Philippine Institute of Certified Public Accountants – Qatar Chapter Radisson Blu Hotels and Resorts Doha, Qatar
September 27, 2013	SAP Training Seminar Philippine Institute of Certified Public Accountants – Qatar Chapter Sharq Village & SPA Hotel Doha, Qatar
July 26, 2013	Financial Fitness Semimar Philippine Institute of Certified Public Accountants – Qatar Chapter Crowne Plaza Doha – The Business Park Doha, Qatar
December 09, 2005	Executive Appreciation Forum on the features of the Electronic New Government Accounting System (eNGAS) Commission on Audit Southern Philippines Training Center Leyte Government Center, Candahug, Palo, Leyte, Philippines
December 05-06, 2005	Financial Statements Presentation and Disclosure Commission on Audit Pongos Hotel, Ormoc City, Leyte, Philippines
March 14, 2003	Code of Conduct and Ethical Standards for Would be Public Officials and Employees Civil Service Commission
September 27-30, 2002	Regional Convention Junior Philippine Institute of Accountants Ormoc Villa Hotel Ormoc City, Leyte, Philippines

WORK HISTORY:

10 September 2014 – Present
ASSAD SAID for CONTRACTING CO LTD.
Riyadh, Kingdom of Saudi Arabia

Position: **Senior Accountant / Chief Document Controller**

Duties & Responsibilities:

- Assists Chief Accountant in day to day transactions by providing accurate accounting information needed and Exercise certain managerial functions, plans, directs and provide guidance to the Accountants to maintain efficient and effective accounting operations of the group.
- Prepare, examine and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness and conformance to reporting and procedural

standards.

- Consolidates and maintains up-to-date accounting information's and reports for corporate decision making during Board Meetings, Committee Meetings and Other Operational Conferences.
- Prepares Reconciliation Statements for the Group and its Affiliates on a monthly basis.
- Develops / Set-Up procedural improvements in the accounts and accounting records e.i. Petty Cash Reconciliation System of the Company as a medium of Internal Control for Cash to minimize fraud.
- Investigate other complex financial transactions and prepare reports summarizing the findings.
- Examine and Test the Accuracy of Monthly Payroll, Clearances and Other Employee Benefits.
- Establish tables of accounts and assign entries to proper accounts.
- Prepares in Opening of Payroll Bank Accounts to All Incoming Employees of the Company.
- Coordinates with the Bank for some problems.
- Assist External Auditors in obtaining necessary information and carry out other Management Reports required by the Management.
- Handles special work assignments as directed by the Top Management and carry out on the required time table.

26 February 2011 – 10 April 2014

Al Qayed Travel & Tours

(AL QAYED HOLDING GROUP)

P.O. Box. 158, Doha, State of Qatar

Position: [Accountant](#)

Duties & Responsibilities:

- Prepares Reconciliation Statements & Bank Reconciliations of Subsidiary Companies and for the Group on a monthly basis, includes Clients and Suppliers Reconciliations.
- Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- Exercise certain managerial functions; plans, directs and provides guidance to subordinates to maintain efficient operation of the group with other accounting and operating divisions to develop and maintain work schedules.
- Performs special assignment duties such as providing detailed accounting information to other departments and assisting External Auditors in obtaining necessary data.
- Develops procedural improvements in the accounts; accounting practices and procedures; and records properly to enhance the efficiency of internal controls.

- Prepares and ensure financial records and reports are maintained in compliance with accepted accounting policies and procedures. Ensure all financial reporting deadlines are met.
- Check invoices against contracts to verify conformance. Reviews Accounting Vouchers and makes necessary adjusting, offsetting, correcting and other required entries.
- Resolve accounting discrepancies and irregularities.
- Ensure accurate and appropriate recording and analysis of revenues and expenses using Calculus Accounting System, TRAACS System and Oracle-JD Edwards System.
- Substantiates financial transactions by auditing documents.

02 February 2008 – 02 September 2010
AL HABTOOR ENGINEERING ENTERPRISES LLC
(Al Habtoor Leighton Group)
 P.O. Box. 320, Dubai, United Arab Emirates

Position: [Accounts Clerk](#)

Duties & Responsibilities:

- Invoices, Valuation Reports and Payment Certificates to the entire sites project, Contractors, Sub-Contractors and Clients using ERP Accounting System.
- Prepares Statement of Income and Expenditures, Profit & Loss Statement and Bank Reconciliations on a monthly basis.
- Prepares Monthly Accrual Expenses of the Site and per Project.
- Make journal voucher in every transaction and posting it to the General Ledger Accounts up to Finalization using ERP Accounting System
- Handle Suppliers Invoices versus Purchase Orders for monitoring and proper payment on agreed terms.
- Handle Petty Cash Fund and make replenishment report of the site upon utilization.
- Performs special assignments as required by the management.
- Prepares Bank Reconciliation Statement for Associated Business and other affiliated Subsidiary Companies of the Company Group on a monthly basis.
- Receives Site Materials Receipt from different project locations and validate its completeness.
- Check and Verify the Accuracy of Supporting Documents of Payment Vouchers before preparing cheques.

August 2007 – January 23, 2008
LANDWORKS ASIA, INC.
 2504 B East Tower, Philippines Stock Exchange Center.
 Ortigas Center, Pasig City, Philippines

Position: [Treasury /Accounts Assistant](#)

Duties & Responsibilities:

- Prepares Statement of Cash Flows and Statement of Income and Expenditures on a monthly basis.
- Prepares Provisional Receipts and Official Receipts and posting it to its buyer's ledger accounts.
- Deposits of cash and other cash items to the banks regularly and coordinate with the bank personnel.
- Prepares Aging of Accounts Receivable monthly.

July 19, 2004 to July 15, 2007

Local Government Unit-Dulag, Leyte

Dulag, Leyte, Philippines

Position: [Accounting Clerk](#)

Duties & Responsibilities:

Provide support to the Municipal Mayor and Municipal Accountant of Dulag, Leyte, Philippines.

- Prepares journal entries, journals, subsidiary ledgers, general ledgers to insure Financial Statements are presented fairly and on timely basis.
- Prepares monthly remittance of withholding tax withheld on government money payments and income tax withheld on employees of the agency.
- Review supporting documents before payment of vouchers to determine completeness of requirements.
- Monitor and Control the availability of Budgetary Appropriations and Allotments to which expenditures and obligations will be legally and properly charged.
- Adopt the Up-to-date technologies, trends, techniques and concepts of the Electronic New Government Accounting System (eNGAS) as widely used and implemented in all Government Agency, Offices and Corporations.
- Transmit and receive faxes, organize the filing system, preparation of all confidential and personnel related document.
- Performs a wide variety of clerical and administrative duties for an individual or group of individuals
- Arranges travel itineraries, ticket reservations, travel advances and ticket purchase as required.
- Working with minimal direction/supervision. Performs special assignments as required, and carry out other duties allocated by superiors.

PERSONAL PROFILE:

Date of Birth : May 31, 1981
Sex : Male
Marital Status : Single
Height : 5 feet & 5 inches
Weight : 130 lbs.
Nationality : Filipino
Languages/Dialect : English, Tagalog and Bisaya
E-mail Address : edwin_ballon@yahoo.com
Skype Name : edwinpalijaro@hotmail.com
Mobile Phone No. : +00966-530684167
Permanent Address : Sampaloc St., San Jose, Dulag, Leyte, Philippines
Present Address : Exit 14, Rabwa Villa, Riyadh, Saudi Arabia
Passport No. : P2239068A
Date Issued : 10 March 2017
Expiration Date : 09 March 2022
Issuing Authority : Philippine Embassy
Riyadh, Saudi Arabia

ACTIVITIES/INTEREST:

Reading Books, Cooking, Swimming, Driving, and Surfing at the Internet. Enjoy meeting new people.

I hereby certify that the above statements are true, complete and correct to the best of my knowledge.

EDWIN BALLON y PALIJARO
(Applicant)