

# Uzziel Jeenne M. Raquepo, MICB, RCA

ACCOUNTANT | AUDITOR



## OBJECTIVES

Desires to help an organization accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management control and governance processes.

## SKILLS AND ABILITIES

- Ability to stand firm in difficult issues when required
- Good interpersonal skills with proven ability to communicate effectively (both written and verbal)
- Have knowledge on preparing financial statements
- Logical approach to identifying and evaluating issues and problem solving
- Commitment to self development and expansion of knowledge
- Remarkable dedication in accomplishing assigned task

## CORE QUALIFICATIONS

- Demonstrates competence and due professional care
- Aligns with the strategies, objectives, and assurance risk of the organization
- Is appropriately positioned and adequately resourced
- Proactive and future-focused

## CONTACT DETAILS

- ☎ +971567023718
- ✉ ujmraquepo@gmail.com
- 🏠 Unit 204 Al Asmawi Bldg. Al Barsha, Dubai, UAE

## ACHIEVEMENTS

### February 2020

- Passed the National Institute of Accounting Technicians (NIAT) Level 2 Licensure Exam: **Cost Accounting Examination - Registered Cost Accountant**

### December 2014

- Passed the National Institute of Accounting Technicians (NIAT) Level 1 Licensure Exam: **Certified Bookkeeping Examination (MICB)**

### September 2014

- Passed the TESDA Bookkeeping NC (National Certificate) III **Bookkeeping Licensure Examination**

## EXTRACURRICULARS

### Accounting Quiz Bee 2011 (1st placer)

- August 17, 2011
- Pasig Catholic College
- Accounting Quiz Bee (School Representative)**
  - July 2012
- University of Makati
- Junior Philippine Institute of Accountants**
  - Pasig Catholic College - **TREASURER**
- S.Y. 2012-2013
- Junior Philippine Institute of Accountants**
  - Pasig Catholic College - **INTERNAL VICE PRESIDENT**
- S.Y. 2013-2014
- Junior Philippine Institute of Accountants - PCC**
  - The Voice Champion
- 2013
- Electoral Board Member**
- S.Y. 2013
- Auditing Theory / Auditing Problem Quiz Bee (School Representative)**
  - KPMG
  - November 2015

## **EMPLOYMENT HISTORY**

### **Dunkin Donuts (Philippines)**

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**Internal Auditor | August 2017 - March 2021**  
**Mandaluyong, Philippines**

- Perform Spot Audit and prepare working paper in Accordance with the IIA Standards.
- Evaluate adequacy on the effectiveness of the controls objectives
- Propose practical and value added recommendations to address control weaknesses and processes inefficiency.
- Organize working papers for review by Supervisor and Manager, Internal Audit.
- Participate in closing meetings with the Outlet Manager/Shift Manager at the end of the fieldwork, providing explanations/recommendations for identified issues.
- Support Audit Supervisor in the development and implementation on the Corporate Audit Section.
- Contributes to the safeguarding of corporate assets by ensuring that appropriate internal controls are in place and operating effectively.

### **Philippine Vending Company**

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**Inventory Analyst | May 2016 - July 2017**  
**Bagong Ilog, Pasig City, Philippines**

- Accounting Inventory transactions
- Conduct weekly count (Cycle counts)
- Prepares Product Variance Report
- Ensure company's warehouses maintain their inventory levels necessary to meet projected sales demands
- In charge of performing monthly audit functions and providing that all products were bought, handled and, sold in compliance with rules and regulations
- Monitor and anticipate the rate of each sale for each type of product offered by the business.
- Knowledgeable in using SAP.

### **Emerson Network Power (Philippines)**

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**Part-time Job | February 2015 - July 2015**  
**Ortigas, Pasig City, Philippines**

- Assisted the head accountant to prepare monthly income and expenses reports
- Updated the monthly expenses
- Made a material reports for inventory purposes
- Validation of Financial Reports
- PIVOT

## **A.B Sande Auditing / Accounting Firm (Philippines)**

**On the Job Training | June 2014 - November 2014**  
**Pinagbuhatan, Pasig City, Philippines**

- Computed the prior monthly sales and purchases of the hardware in the previous years
- Assisted the head accountant to prepare monthly income and expenses report

### **PERSONAL INFO**

- Nickname: Yel
- Age: 30
- Date of Birth: August 17,1990
- Citizenship: Filipino
- Civil Status: Single
- Gender: Female

### **EDUCATION**

#### Tertiary

- Pasig Catholic College
- Bachelor of Science in Accountancy
- 2011 - 2016

#### Secondary

- Rizal High School
- 1st year - 4th year High School
- 2003-2007

### **SOFTWARE SKILLS**

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Oracle
- SAP Accounting System
- Solariss

### **LANGUAGES**

- English
- Filipino

### **CHARACTER REFERENCE**

#### **Shawna O. Salazar**

##### **Audit Manager**

- Golden Donuts, Inc.
- Mandaluyong, Philippines
- 09988429961

#### **Ms. Mary Ann N. Tuddao**

##### **Financial Accounting Manager - Asia Finance**

- Emerson Network Power Systems (Philippines)
- Orient Square Bldg., Ortigas, Pasig City
- 0920 620 3600 | 0917 507 3829

#### **Mrs. Anna Marie Jimenez**

##### **Head Accountant**

- TDR, Inc. (Philippines)
- 19th Floor JMT Corporate Condominium, Pasig City
- 633 59 64

#### **Dr. Rolando Robledo, CPA, MBA**

##### **Vice President - Finance**

- Pasig Catholic College
- Malinao, Pasig City
- (02) 640 15 44

#### **Engr. Neil Patrick R. Angeles**

##### **Senior Programmer**

- Accenture
- Philippines
- 09982337711