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| 406 – 410, 4th Floor Bldg. No. C, Maegaliya Tower, Riyadh 11413, KSA | +966 560-992-482  [311@daffah.sa](mailto:311@daffah.sa) |

  
FELIX T. PEPITO JR.

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| Core Competencies | * Financial Statements * Bank Reconciliations * Accounts Payable * Accounts Receivable * Inventory Management * Purchase Accountant |
| Technical Skills | Applications, Operating System and Databases:   * Badran 2.0 * Great Plains V 10.0 * MS Outlook 98 – 2007 * MS Word 97 – 2007 * MS Excel 97 - 2007 |
| Experience Summary | * Managed various types of Accounts. * Trained and Supervise junior staff members on accounting work practices. * Dealing with Suppliers in making Purchases. * Assist Production Manager in daily works. * Handle LC System Payment with the Suppliers |
| Professional Experience | January 2013 – Up to Present, DAFFAH COMPANY  406 –410, 4th Floor Bldg. No. C, Maegaliya Tower, Riyadh 11413, KINGDOM OF SAUDI ARABIA  **ACCOUNTANT**   * Managed and tracked inventory, prepared Monthly, Quarterly and Year End inventory reports. * Prepared various journal entries for the period-end closing. * Assisted Chief Accountant with various task including financial closing, preparation of financial statements. * Resolved discrepancies and performed periodic and quarterly accounts reconciliation. * Carried out ledger maintenance and closing activities. * Responsible for weekly Bank Reconciliation. * Dealing with Suppliers in making Purchases. * Handle LC System Payment with the Suppliers. |
| Professional Experience | April 15, 2002 – September 03, 2012 PRIME DISTRIBUTION INC. - PHILIPPINES  **ACCOUNTANT**  **Report Generation:**   * Ressponsible for all basic Accounting function. * Reconciled various expenditure reports to source document. * Reviewed procurement documents and invoices for accuracy. * Performs checking, auditing and recording of Company’s daily transaction. * Conduct monthly inventory and prepare inventory report and ensure compliance of accounting deadlines.   **Quality Assurance:**   * Monitored pettycash and office daily expenses. * Approved purchases of office supplies. * Monitored Account Receivable. |
| Professional Experience | July 2000- January 2001, SAN MIGUEL CORPORATIONS, PHILIPPINES  Accounting Custodian   * Post Dated Cheque In-charge and follow up payment. * Conduct actual inventory for Sub-Dealer. * Performed such other functions that had been assigned to me by Finance Officer. |
| Personal Data | Field of Profession Bachelor of Science and Accountancy  PRC License Certified Public Accountant  PRC License No. 0101851  Valid Date Renewed  Sex/Status Male, Single  Date of Birth June 21, 1970  Place of Birth Patudan, Tubod, Lanao del Norte  Permanent Address Purok 4, Patudan, Tubod, Lanao del Norte  Height 5’6”  Weight 160 lbs.  Nationality Filipino  Religion Roman Catholic  Health Excellent  Passport No. EB61325957  Valid Date August 13, 2017 |
| Education | **Mindanao State University- Iligan Institute of Technology (MSU-IIT) Iligan City, Philippines**   * Bachelor ‘s Degree, Accountancy * Certified Public Accountant (CPA) May 2000 |
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| Seminars Attended | **Personal Safety And Social Responsibility Training with Elementary First Aid ( PSSR)**  February 7 – 15 , 2011( Magsaysay Institute of Hospitality and Culinary Art**s )**  **Financial Literacy** ( International Marketing Group ) February 19, 2010 |
| Reference | **(AVAILABLE UPON REQUEST)** |