



ARIEL A. DE GUZMAN
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SUMMARY

More than twenty five years experienced in the field of accounting, audit, taxation and finance. Dedicated, efficient, analytical, result oriented and with keen eye to details. Also, takes a direct hand in the training and professional development of people managed.

MANAGEMENT SKILLS

- Manages the Company's Internal Audit Team that reviews and validates existing systems and controls in the Company with the objective of recommending improvements, giving management additional confidence in the financial statements and reports churned out by the Corporate & Financial Services Group.
- Re - organized the entire accounting and treasury group of Philtown Properties Inc.
- Leads the accounting and treasury staff in organizing the financial structure and management system in a manufacturing, retail and realty development environment/set up
- Organizes, manages, reviews and directs the preparation of all monthly and periodic financial statements report and records including but not limited to statutory or government reports.
- Manages the day to day operations of the department staff which includes Accounts Payable, Inventory and Costing, Cash Receipts and Disbursements, Payroll, and the General Ledger areas.
- Spearheaded the implementation of an integrated electronic financial accounting reportorial system.
- Directs and manages the preparation for the annual audits including the preparation of supporting schedules and coordinates with external auditors.
- Takes a direct hand in the training of incoming junior staff on the intricacies of the company's financial reporting system

FINANCIAL ACCOUNTING AND REPORTING SKILLS

- Proficient in financial management, tax and profit planning.
- Development, supervision and maintenance of a complete financial reporting system
- Preparation of daily, monthly, annual and other periodic financial statements reports and records including daily Inventory and Cash Reports, monthly individual and consolidated Income Statements, Balance Sheets and Cash Flow Reports
- Ensures that all journal entries are posted on a timely basis and subsidiary ledgers are closed in accordance with established calendar year closing schedule.

- Monitors and reviews existing financial and accounting systems, policies and procedures and implement changes to increase the efficiency and effectiveness of accounting operations like Best Practices, International Accounting Standards, etc.

WORK EXPERIENCE

July 1, 2014 to present

Provide advisory and consultancy services in the areas of finance, financial accounting, audit and taxation to the following clients. Perform mentorship training and development of the client’s finance and accounting personnel in order to update their skills and knowledge on PFRS.

1. Reliable Insurance Brokers Inc.
2. Conglomerate Savings & Financing Corporation
3. Journey Management and Professional Inc.
4. Philtown Properties Inc.
5. PR Gaz Inc. (Sep 2014 to Dec 2016)
6. PRG Industrial Solutions Inc. (Feb 2015 to Dec 2016)

COMPANY	DUTIES AND RESPONSIBILITIES
<p>RFM Corporation Vice President – Internal Audit August 1, 2010 – June 30, 2014</p>	<ul style="list-style-type: none"> • Prepares an annual audit plan that fulfils the responsibility of the Audit Team. • Recommend measures to safeguard company assets and financial resources of the company • Conduct operations audit and identify areas for improvements to better streamline procedures, and ensure check and balance within the system. • Conduct financial audit to verify the accuracy and reliability of financial data and financial transactions. • Conducts compliance audit to check department adherence to the company policies. • Develop and implement an audit work plan for the review and appraisal of the existing internal control system of the company • Detects fraud and irregularities involving employees and external parties
<p>Philtown Properties Inc. Assistant Vice President- Financial Controller February 2006 to July 31, 2010</p>	<ul style="list-style-type: none"> • Manages and supervises the accounting and treasury groups of the company. • .Analyze financial information to properly manage assets, liabilities, and reviews of balance sheet, income statement and other financial reports. • Deliver timely monthly, quarterly and annual financial reporting to management and interpret financial results of operations to senior management. • Monitor, analyze and provide recommendations related to the internal controls. • Daily cash management of the company, cash flow forecasting, manage bank requirements and line of credit considerations.

	<ul style="list-style-type: none"> • Identify process improvements and automation of manual routines. • Identify staffing and training needs, establish staff priorities, performance goals and conduct performance evaluations. • Interface and coordinate with external tax accountant, auditors and customers.
<p>RFM CORPORATION Corporate Accounting Manager July 1998 to Jan 2006</p> <p>Corporate Chief Accountant- December 1996 to June, 1998</p> <p>Corporate Accounting Supervisor-February 1992 to November, 1996</p> <p>Financial Analyst Corporate Services- November 1989 to January 1992</p> <p>Feeds Division Accountant- December 1988 to October 1989</p> <p>Filipinas Water Bottling Company Asia Food Group (subsidiaries of RFM Corporation) - Concurrent Accounting Manager April 2002 to Jan 2006</p>	<ul style="list-style-type: none"> • Responsible for planning, organizing, directing and controlling all activities related to the recording, evaluation and reporting of transactions and operations of the company. • Plans, organizes, directs and controls all accounting and budgeting functions and activities. • Directs and consolidates monthly financial data for management use and the preparation of periodic financial and operating reports and analysis as required by management for effective control. • Administers and implements the corporate policies and the appropriate control procedures. • Reviews and evaluates the internal control system in order to identify its weaknesses and to recommend corrective measures. • Ensures work progress of staff by monitoring/controlling personnel activities through performance measurement and evaluation, enforcement of discipline and personnel counseling. This includes motivating staff and providing necessary leadership. • Was Team Leader of FICO module on SAP integrated system implemented in RFM – Branded Food Group

COMPANY	DUTIES AND RESPONSIBILITIES
<p>American Wire and Cable Co., Inc.-Internal Auditor; August 1986 to December 1988</p>	<ul style="list-style-type: none"> • Safeguard company's assets by providing adequate internal control, formulation and development of policies and procedures designed at protecting company's interest and promoting efficiency on audited units. Conduct operations and financial audit of the company.

EDUCATION

College : IMUS INSTITUTE
Bachelor in Science Commerce – Accounting, 1985
Honorable Mention
Academic Scholar (1982-1985)

High School : Del Pilar Academy 1980
Imus, Cavite

Elementary : Real Elementary School
Honorable Mention 1976
Real, Bacoor, Cavite
Honorable Mention

TRAINING/SEMINARS ATTENDED:

1. Moving up to a New Horizon II: 8 – Day seminar package for CPAs in Commerce and Industry facilitated by KPMG from Sep 29 to Oct 21, 2016
2. Comprehensive training on Real Estate Broker, March 2015 to May 2015
3. Quarterly Executive Briefing on IFRS, Dec 2008
4. New IAS effective for 2005 - 2008 conducted by SGV
5. Systematic Managerial Analysis, July 1996
6. How to write and conduct effective performance appraisal, July 1997
7. Mastering Change, August 1997
8. Management and Leadership, Today and Tomorrow, September 1997
9. Computer Literacy, August to September 1997
10. Excel Macro, January 2000

PERSONAL CIRCUMSTANCES

Born on March 5, 1964 in Imus, Cavite. Married with 3 children. Proficient in personal computers and office applications.

Interests: Reading, Watching movies, Basketball, Bowling, Music. Also, member of PICPA, Mandaluyong Chapter

REFERENCES

Available upon request.