

R E S U M E

NAME: EMITERIO S. BRIGINO

MOBILE NUM. (408) 856-8241

CURRENT ADDRESS: 675 Reseda Dr., Apartment #1, Sunnyvale, CA 94087

OBJECTIVE: To obtain a position with a firm that will allow me to utilize my analytical knowledge and experience, furthermore to gain and learn new techniques in line with my skills.

EDUCATIONAL BACKGROUND:

University of the East (1977 – 1981) **College**

Bachelor of Science in Business Administration (Accounting)

Claro M. Recto Ave. Manila, Phils.

Holy Angels Academy (1973 - 1977) **High School**

CHARACTER REFERENCES:

- 1) Mr. Cris Lubin**
Manager
Ernst & Young, Saipan
Tel. # (671) 482-6005
- 2) Mr. Hiroki Sugie**
General Manager
Pacific Island Club, Saipan
Tel. # (670) 989 - 1112
- 3) Ms. Jocelyn de Jesus**
Finance Director
Sheraton Laguna Guam Resort
Tel. # (671) 646 - 2222

Work Experience:

Position: Accounting Clerk / Bookkeeper / Auditor (January, 2001 – December, 2013)

Company: Aqua Resort Club, Saipan (P.O. Box 500009 Saipan MP96950)

Duties & Responsibilities:

- Prepares schedules and assist external auditors for company year-end audit.
- Handles accounts receivable - prepares and send invoices for billing, follow up accounts for collection and submit aging analysis. Monitor credit card transactions and initiate needed action.
- Manage accounts payable - review and verify received invoices, seek approval before processing payment, observe terms of payment and investigate accounts with discrepancies.
- Responsible in expense account coding, bank reconciliations, accruals and prepares journal vouchers for month end report.
- Participate in monthly and annual inventory, keep records of company property and equipments and make sure that proper disposal procedure is being applied.
- Works with other departments regarding preparation of hotel annual operation plan.
- Review night auditor's report, input revenue related accounts and perform daily sales cash count.
- Conduct spot audit on cashier's report and cash accountability, initiate further investigation if needed and submit report to accounting manager.

Position: Cashier / Front Desk Clerk / Night Auditor (November, 1989 – December, 2000)

Company: Aqua Resort Club, Saipan (P.O. Box 500009 Saipan MP96950)

Duties & Responsibilities:

- Prepares guest check/vouchers/receipts for items consumed by the guest and input on POS.
- Sort and verifies supporting documents for amount posted on guest account prior to check out.
- Print and present invoice to guest showing the total amount due for payment. Received and process manner of payment procedure.
- Welcome incoming guest and attend for check in process. Orient guest concerning hotel facilities and amenities. Listen to guest inquires and take action as needed.
- Checks and verifies transactions related to hotel operation for the day by applying required night audit procedure. Submit audit findings to audit manager that needs further investigation.
- Print reports generated from night audit and distribute copies to all department concern.

SKILLS: Knowledge in Excel, Words, Mas 90, Fidelio and Opera.