



RAAFI B. MATANO

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Lastimosa Alley, Malvar, Davao City 

To employ my knowledge and experience in a career that will allow for progress in terms of expertise, socioeconomic development and innovation that will give me an opportunity in building my career as well as of the growth of the company.

WORK EXPERIENCE

Receipting Analyst

Pacific Cross Insurance Inc.

MTS, Matina Town Square, Matina, Davao City

December 2016 – November 2020

Duties & Responsibilities

- Accept & count cash, credit card, online payments through bank payment received.
- Issue Provisional Receipts (PR), prepare deposit slips and Commission Voucher.
- Issue an Official Receipt.
- Update all of the monitoring & reports.
- Respond to all clients' queries.
- Solve customers' complaints / queries and escalate those that are beyond scope of the accountabilities to the right department.
- Submit accurate and complete reports and other deliverable on time to delight internal and external clients
- Provide support to the other department if it is needed.

Branch Accountant

Sharp Philippines Corporation

#44 Sobrecarey St. Bo. Obrero, Davao City

November 2020 – Present

Duties & Responsibilities

- Analyze and consolidates bank reconciliation and inventory reports of branch offices.
- Analyze and monitors CSD sales, advances received and advances employee. End of

month check SAP (access to Sales CSD only).

- Reviews and approves all posted transactions of branch encoder.
- Reviews price quotation and final billing for out-warranty service contracts.
- Receives and reviews supporting documents of branch disbursements prior to endorsement for payment processing.
- Reviews supporting documents of warranty claims made by Sharp Accredited Service Shops (SASS).
- Periodically reports on the financial position and performance of branches to branch unit heads and headquarter accounting office.
- In-charge in the closing activities of branches such as, but not limited to, accrual of expenses and review of books of accounts
- Facilitates the preparation of financial plan of branch offices.
- Administers branch compliance to regulatory requirements such as but not limited to DTI, BIR and LGU.
- Assist in the administration of the financial aspect of branch operations and executes task as assigned by superiors

EDUCATION

COLLEGE:

Bachelor of Science in Accountancy
2012-2016

Notre Dame of Midsayap College
Bachelor of Science in Computer Science
2010-2012

Mindanao State University – Main Campus

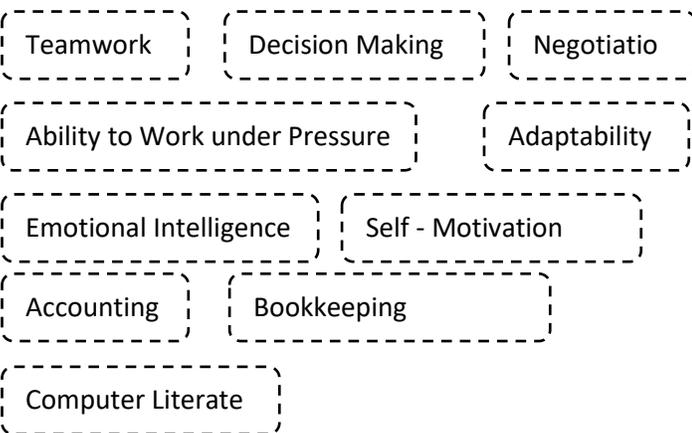
HIGH SCHOOL:

Felix A.PanganibanAcademy School.
2006-2010
Valedictorian

ELEMENTARY:

Jose Abad Santos Elementary School
2000-2006

SKILLS



AFFILIATIONS & ACHIEVEMENTS

- *Certified Public Accountant (CPA)
- *Civil Service Eligible
- *Certified Bookkeeper (CB)
- *Auditor – Supreme Student Government(SSG)
- *Assistant VP for Audit – Regional Junior Philippine Institute of Accountants – (2014-2015)
- *Regional Representatives – Junior Philippine Institute of Accountants – (2014-2015)
- *Games and Amusement Board (GAB) Member (2014-2015)
- *Annual Regional Convention JPIA delegate (2013-2014) @ NDMC Campus
- *Annual Regional Convention JPIA delegate (2014-2015) @ NDDU Campus

*Philippine Institute of Certified Public Accountant (PICPA) Member.

*Academic Honors (2012-2015)

TRAININGS / SEMINARS

- Data Privacy Training
- Integrated and Sustainability Reporting: The Reporting of the Future
- The Benefits of the Corporate Governance
- Accountant as New Heroes, Supervisory Leadership for Accountant & Latest in SEC
- Current State and Opportunities for the Filipino Professional
- What’s New with Standard-setters and Regulators
- From Compliance to Competence: Restructuring the CPD Program
- Amendments to the Corporate Governance: Weighing the Challenges and Issues
- Digital Transformation Imperative to the Accounting Profession
- Tax Planning as a Strategy
- The Journey of an Unexpected Leader
- Business Model of the Future “The Role of Professional Accountants”
- Taxes: The Road Ahead

PERSONAL REFERENCES

JEANETTE VARGAS

VizMin Supervisor - Finance
Pacific Cross Insurance Inc.
Lahug, Cebu City
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MARY GRACE TUBOJAN

VizMin Travel Sales Manager
Pacific Cross Insurance Inc.
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DAWN GRACE BRAZA

Business Support Service Officer
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