

## Alvin Leo Cordova Bonjoc

1292 Mataas na Lupa San Andres Malate

Manila Philippines 1004

Cellphone No.: +639278542172

Email Add: [leovinn0916@gmail.com](mailto:leovinn0916@gmail.com)

**Current Location:** Philippines

**Availability:**



### PERSONAL DATA

Age: 34  
Date of Birth: Sep 16, 1988  
Gender: Male  
Civil Status: Single  
Height: 167.68 cm  
Weight: 63 kg  
Nationality: Filipino  
Religion: Born Again  
Permanent Address: Philippines

### WORK EXPERIENCE

**I have been working for 13.0 year(s).**

1. Position: **In-House Accountant / Auditor**

Duration: February 2022 - PRESENT

Company: My Hometown Realty and Developer, Inc

Company Industry: Real Estate Industry

Location: 12 Quezon ave corner 7 Kitanlad Brgy Dona Josefa Quezon City

Country: Philippines

Job Description

- Work directly with the General Manager and the President to support the compliance of all companies/organization accounting processes and procedures.
- Ensure the accuracy of all accounting results including all revenue, disbursements, liability, and activities relevant to accounting processes and procedures and timely submission of thorough and complete reports as required by governing entities, management staff or Board of Directors.
- Responsible for timeliness and accuracy of tax reports and submissions.
- Remain cross-trained in all current accounting functions to provide accounting support in the event of expected or unexpected absences or accounting position vacancies.
- Support continued strengthening and monitoring of internal accounting controls as they relate to fundamental purposes in order to promote best practices with the organization's assets. Implement steps necessary to prepare the Organization for annual audits. Work with auditors and staff to ensure that all necessary materials and records are available as requested.
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure an accurate and timely monthly, quarterly, and year end close.
- Ensure the timely reporting of all monthly financial information.
- Ensure the accurate and timely processing of positive pay out transactions.
- Ensure the monthly and quarterly BIR, DTI, SEC Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with other department heads to support overall department goals and objectives.
- Monitors and analyzes the organization work team to develop more efficient procedures and use of resources while maintaining the high level of accuracy.
- Advises accountants regarding the handling of non-routine reporting transactions.

- Responds to the inquiries from General Manager and President, and other managers regarding financial results, special reporting request and the like.
- Work with the External Auditor to ensure a clean and timely year-end audit.
- Supervise the accounting group staff to ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Provide training to new and existing staff as needed.

2. Position: **General Accountant**

Duration: Aug 2021 – January 15, 2022 (5.5 mo.)

Company: Center for Community Transformation, Inc – Shared Services

Company Industry: Non-Profit Organization / Social Services / NGO

Location 5F Echelon Tower 2100 Mabini Street, Malate Manila 1104

Country Philippines

Department: Accounting and Finance Department

Job Description: Work directly with the General Manager and the Comptroller to support the Compliance of all non-profit organization accounting processes and procedures.

3. Position: **General Accountant**

Duration: Sept 2016 – July 2021 (4.10 yrs)

Company: CCT Multipurpose Cooperative (formerly: CCT Credit Cooperative)

Company Industry: Cooperative Industry

Location: 5F Echelon Tower 2100 A. Mabini Street Malate Manila

Country Philippines

Department: Accounting and Finance Department

Job Description: Work directly with the General Manager and the Coop Comptroller to support the Compliance of all cooperative's accounting processes and procedures.

4. Position: **Senior Finance Officer**

Duration: Nov 2009 - Aug 2016 (6.8 yrs)

Company: Center For Community Transformation (CCT) Group Of Ministries

Company Industry: Non-Profit Organization / Social Services / NGO

Location 5F Joshua Ctr. 1428 Taft Ave. Ermita Manila

Country Philippines

Department: Accounting And Finance Department

Job Description: Responsible for all financial/bank transactions of CCT. Monitoring and processing cash transfer to all 145 branches nationwide. Prepares cash voucher and checks.

5. Position: **Internal Auditor**

Duration: Aug 2009 - Oct 2009 (0.2 yrs)  
 Company: Perfect Image Group of Companies  
 Company Industry: Retail / Merchandise  
 Location: General Santos City Philippines  
 Country:  
 Department: Audit Department  
 Job Description: To conduct any reviews or tasks requested by trustees, the audit committee, chief executive or finance director, provided such reviews and tasks do not compromise the independence or objectivity of the internal audit function.

## EDUCATION

### Highest Education

Education Level: Master's Degree  
 Education Field: Business Studies/Administration/Management  
 Course: Master in Business Administration Major in Social Entrepreneurship and Management  
 School/University: Wesleyan University – Philippines  
 Location: Mabini Extension, Cabanatuan City, Philippines  
 Date: Nov. 2016 – Present

Education Level: Bachelor's / College Degree  
 Education Field: Business Studies/Administration/Management  
 Course: Bachelor of Science in Commerce Major in Management Accounting  
 School/University: GenSantos Foundation College, Inc.  
 Location: General Santos City, Philippines  
 Date: Jun 2005 - Apr 2009

## SKILLS

Skill	Level of Proficiency	Remarks
1 Have a capability and ability to do the given tasks.		

## AFFILIATION

Position	Company
Treasurer / Signatory	Covenant Community Multi-Purpose Cooperative / CCT Working Hands Ministry 5F Echelon Tower 2100 A. Mabini Street Malate Manila Philippines 2018 – January 15, 2022
Audit Committee / Treasurer	Jehovah Jireh Credit Cooperative  5F Echelon Tower 2100 A. Mabini Street Malate Manila Philippines 2016 – January 15, 2022
Management Committee	CCT Credit Cooperative 5F Echelon Tower 2100 A. Mabini Street Malate Manila Philippines

Disciplinary Committee	2018 – January 15, 2022 CCT Credit Cooperative 5F Echelon Tower 2100 A. Mabini Street Malate Manila Philippines
Election Committee	2018 – January 15, 2022 Jehovah Jireh Credit Cooperative 5F Echelon Tower 2100 A. Mabini Street Malate Manila Philippines 2013 - 2015

## TRAININGS/SEMINARS

Date	Topic/Course Title
March 2022	Seminar for Financial Statement Analysis Development Center for Finance, Inc UP Campus, Diliman Quezon City Via Zoom
Oct 16-17, 2019	Governance and Management of Cooperatives Jehovah Jireh Credit Cooperative 5F Echelon Tower 2100 Mabini Street, Malate Manila, Philippines
July 9-10, 2019	National Conference and Workshop on Cooperative Legal and Internal Audit Aspects CCT Support Office 5F Echelon Tower 2100 Mabini Street, Malate Manila, Philippines
May 6-17, 2019	Church Visit and Cultural Exposure Nanoom Presbyterian Church Gyeryong City, Cheung-Nam, South Korea
November 17, 2018	Governance, Risk Management and Internal Control Philippine Institute of Certified Public Accountant (PICPA) Metro Manila Region UE Campus, Samson Road Caloocan City
October 23, 2018	Roadshow on the Cooperatives Marketplace and Orientation on Tax Incentives Management & Transparency Act (TIMTA) Cooperative Development Authority (CDA) Taguig City, Philippines
October 13, 2018	Understanding, Analyze and Present Financial Statement for Meaningful Decision Making Philippine Institute of Certified Public Accountant (PICPA) Metro Manila Region UE Campus, Samson Road Caloocan City
October 9, 2018	The Pursuit of: Governance.Obedience.Discipleship CCT Training and Development Institute Philippine Bible Society, U.N. Ave. Metro Manila Philippines
September 22, 2018	Workshop on Effective Audit Work Papers Philippine Institute of Certified Public Accountant (PICPA) Metro Manila Region UE Campus, Samson Road Caloocan City
August 18, 2018	Effective Way of Handling BIR Tax Assessment Philippine Institute of Certified Public Accountant (PICPA) Metro Manila Region UE Campus, Samson Road Caloocan City
July 28, 2018	"Kapihan sa koop" Cooperative Tax Manila Cooperative Development Council (MCDC) Ermita Manila, Philippines
April 7, 2018	Transformational Leadership Training (TLT) Series 2 CCT Training and Dev't Institute and Sharpening Stone Enterprises Richmonde Hotel, Ortigas Center, Philippines
February 3, 2018	Compliance Forum Manila Cooperative Development Council (MCDC) Ermita Manila, Philippines
January 23, 2018	A Seminar on the Tax Reform for Acceleration and Inclusion (TRAIN) PricewaterhouseCoopers (PWC) Philippines – Isla Lipana & Co. Shangri-La Makati City, Philippines
October 14, 2017	Transformational Leadership Training (TLT) Series 1 CCT Training and Dev't Institute and Sharpening Stone Enterprises Richmonde Hotel, Ortigas Center, Philippines
October 27-28, 2016	CCT Case Writing Workshop

October 15-17, 2015	Bayan Academy for Social Entrepreneurship and Human Resource Dev't 825 Edsa, Quezon City Philippines Integral Mission Training Institute for Studies in Asian Church and Culture (ISACC) Tagaytay City, Philippines,
June 3-4, 2015	Training on Giving and Receiving Feedback CCT Training and Development Institute Magdalena Laguna, Philippines
August 16-18 2013	Leadership and Values Re-Orientation Course, Policy Development Course and Strategic Planning Course MASS-SPECC Cooperative Development Center 5F Joshua Center 1428 Taft Avenue Ermita Manila, Philippines
Jul 15, 2011	Seminar on Non-Profit Accounting of Specific Accounts Mr. Samuel B. Lares, CPA Intâ€™ Charismatic Worship Center, Mandaluyong City
Jun 30, 2010	Accounting For Financial Assets and Financial Liabilities Villaruz, Villaruz and Co., CPA Department of Commerce, UP Diliman Quezon City
Jul 19, 2008	Intellectual Property Forum  Department of Trade and Industry & Local Government Unit of Gensan Auditorium Notre Dame of Dadiangas University
April 19-20, 2008	Workshop in 7s A Strategic Approach for Productivity Improvement and Success in Life  K.E.Y.S. Learning Institute for Research and Human Development General Santos City, Philippines

## LANGUAGES SPOKEN

Language	Proficiency Level (5=Excellent; 1=Poor)
1. English, Tagalog and Bisaya	4

## AVAILABLE DOCUMENTS

### Passport

Number:	1	Expiry Date: Oct 19, 2031
Place of Issue:	1	Date of Issue: Oct 20, 2021

### NBI

Number:	1	Expiry Date: January 04, 2023
Type:	1	

## REFERENCES

Rhodora E. Prado	Peer Servant (Manager) CCT Group of Ministries
------------------	---

Tel.No.: +639176597749  
Email: rhodora.prado@cct.org.ph  
Relationship: former co-woker

CJ Jemimah Tinio      Accountant  
Workx Solution, Inc  
Mobile #: +639360562851  
Email: [cjjemimahtiniocolorado@gmail.com](mailto:cjemimahtiniocolorado@gmail.com)  
Relationship: former co-worker

Jojie M. Pardico      General Manager  
CCT Multipurpose Cooperative (formerly: CCT Credit Cooperative)  
Tel.No.: +639339267415  
Email: jojie.pardico@cct.org.ph  
Relationship: former co-worker