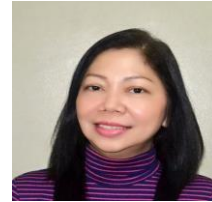


JOYCE ANNE G. NERI-ALIMON



Email : janalimon@ndc.gov.ph

WORK • NATIONAL DEVELOPMENT COMPANY

EXPERIENCE: National Development Company Building
116 Tordesillas St., Salcedo Village, Makati City, Philippines

Position : **Department Manager III, Finance and Administrative Dept.**
Duration : **November 7, 2016 to Present**

- Manages Accounting, Treasury and Budget, Human Resources and Administration Units.
- Member of various committees: Personnel Development Committee, Program on Awards and Incentives for Service Excellence, Personnel Selection Board, Gender and Development Focal Point System Executive Committee and Performance Management Team.

• DE LA SALLE UNIVERSITY

Ramon V. Del Rosario College of Business – Graduate School
2401 Taft Avenue, Malate, Metro Manila

Position : **Assistant Professional Lecturer 2, Financial Management (Part Time)**

Duration : **September 12 – December 17, 2016**

- Delivered high standards of teaching and learning.
- Monitored assessment procedures and metrics to uphold quality of education as reflected in syllabi, curriculum and examination templates.
- Provided consultative counseling support to graduate students.
- Panel Member for Final Thesis of Undergraduate students.

• PHILIPPINE PHARMA PROCUREMENT, INC.

2nd Floor, National Development Company Building
116 Tordesillas St., Salcedo Village, Makati City, Philippines

Position : **OIC-Vice President, Finance**

Duration : **March 5, 2015 to November 6, 2016**

- Responsible for planning, organizing, controlling and directing the company's treasury and accounting functions and management information systems.

Position : Deputy Quality Management Representative

Duration : January, 2015 to November 6, 2016

- Assisted the Management Representative in ensuring that processes needed for the quality management system are established, implemented and maintained.
- Reported to top management the performance of the quality management system and any need for improvement.
- Ensured the promotion of awareness of customer requirements throughout the organization.
- Coordinated with external parties on matters relating to the quality management system.

Position : ISO LEAD AUDITOR

Duration : August, 2015 to November 6, 2016

- Prepared the Audit Program and Audit Plan.
- Monitored the completion of audits within the organization from its planning to the non-conformance/corrective-preventive action's closure; and.
- Analyzed the audit reports, make recommendations that are usable and workable for auditees and the Quality Management Team.

Position : Manager – Corporate Management Services Department

Duration : July 21, 2014 to November 6, 2016

- Responsible for development, maintenance and communication of the long-range and short-range strategic business plans.
- Responsible for business performance analysis and development of performance metrics across organization.
- Supported business development activities including the contracting and marketing of such activities to existing and potential clients.

Position : Manager - Internal Audit Department

Duration : March 11, 2008 to July 20, 2014

- Responsible for organizing, planning, controlling and directing the company's internal audit program, provides leadership to assigned auditors, ensure that quality outcome is obtained by project embarked on by functional units while meeting established milestones and deliverable completion dates.
- Determined the effectiveness and adequacy of security and management controls over information systems and databases seeing to it that integrity of information is maintained.

- Anticipated the unfavorable effects of non conformance on company's operations and recommends steps for correction in order to safeguard company resources.
- Reviewed contracts prior to signing, company policies, guidelines and procedures.

• PHILIPPINE INTERNATIONAL TRADING CORPORATION

5TH Floor, National Development Company Building
116 Tordesillas St., Salcedo Village, Makati City, Philippines

Position : ***OIC, Internal Audit Department***

Duration : **February 26, 2006 to March 10, 2008**

- Developed and executed a comprehensive audit plan and timetable for the review and evaluation of the management controls of all company activities.
- Conducted management and operations audit of Department activities and units and determined the degree of compliance with established objectives, policies, methods and procedures, government regulations, and contractual obligations of the Department.
- Reviewed/prepared audit reports.
- Reviewed and updated policies, guidelines and procedures for improvements as necessary.
- Reviewed contracts prior to signing.
- Supervised controls and schedules the work activities of the staff including the training of staff to assume higher responsibilities.

Position : ***Corporate Planning Officer***

Duration : **June 26, 2004 to February 25, 2006**

- Assisted in the planning and budgeting activities, setting of budget parameters, guidelines and calendar.
- Prepared monthly, quarterly, midyear and annual accomplishment reports for internal and external users such as NEDA, DBM, Malacanang and DTI.
- Assisted in the business and planning development
 - Consolidated corporate plans, budgets, work program, major final outputs and performance indicators
 - Reviewed foreign events / travels / and provides recommendation for PITC participation.
 - Provided inputs / assistance in the preparation of plans and budgets and implementation of projects or business activities.
 - Assisted in the business research and information
- Monitored performance and project of each department

Position : **Executive Assistant IV detailed to Order Regalo as Account /Supply Officer**

Duration : **December 26, 1994 to June 25, 2004**

- Developed products / packages for the Order Regalo Program
- Accredited suppliers and forwarders based on product demand, quality, production capacity, reliability and competitiveness in prices of products/services
- Coordinated with suppliers on availability of products, production schedules, delivery schedules and new products of suppliers and negotiated best prices and discounts with suppliers.
- Conducted market and pricing analysis.
- Monitored warehouse inventory and ensured availability of products.
- Administered the Order Regalo Installment System for PITC Employees

Position : **Accountant III /Financial Analyst**

Duration : **October 26, 1993 to December 25, 1994**

- Analyzed and reviewed procedures on recorded transactions pertaining to assets and inventories; prepared journal entries for any adjustments arising from such analysis.
- Checked compliance to accounting systems and auditing standards.
- Prepared working papers to document the review, transactional analysis and procedures undertaken; ensured completeness and systematic presentation of working papers.
- Reconciled supplier's statement of accounts, buyers' claims and confirmation requests against accounting records; investigated and coordinated discrepancies with the parties concerned.
- Prepared schedules and aging reports for receivables, and inventories and other reports required by management and other government agencies such as DBM, NDC, etc.
- Reconciled inventory and fixed asset physical count results against accounting records; investigated and coordinated discrepancies with departments concerned.

Position : **Financial Analyst II**

Duration : **February 26, 1993 to October 25, 1993**

- Handled the determination of sales and related cost of sales, prepared journal entries to record sales and cost of sales.
- Checked compliance to prescribed cost accounting systems.
- Prepared import costing sheets; computed and summarized the unit costs of each item in the inventory; Ascertained that unit cost accurately reflected acquisition and other direct cost in accordance with consistent practices; reconciled aggregate total with the purchase transactions per books of accounts or registers.
- Maintained inventory records on a continuing basis; reconciled same with the general ledger control accounts.

Position : **Accountant II**
Duration : **March 23, 1992 to October 25, 1993**

- Responsible for the analysis and journalization of entries related to regular collections, deposits and other cash transactions;
- Performed functions related to the handling and maintenance of the Books of Original Entries namely: The Cash Receipts Register and Sales Journal Register;
- Assisted in the preparation of the monthly actual and budget performance reports of various groups including the departments in it such as: The Office of the Executive Vice President Group and Finance Group

• **COMNET INTERNATIONAL**

BPI Tower, Paseo de Roxas, Makati

Position : **Chief Accountant**
Duration : **1991**

- Set-up the Accounting System of the company
- Prepared financial reports for management and external agencies' use.
- Prepared payroll of employees
- Maintained the books of accounts
- Prepared remittances to SSS, BIR and other government agencies ➤ Processed payments to suppliers.

• **MANULIFE PHILIPPINES**

Tordesillas St. Salcedo Village, Makati

Position : **Accounting Clerk I to III**
Duration : **1989-1990**

- Prepared financial statements for management use and external agencies i.e. Office of the Insurance Commission.
- Reviewed and recorded investment transactions
- Prepared monthly bank reconciliation report and cash reports
- Audited check vouchers
- Maintained the books of accounts
- Prepared monthly tax reports for submission to BIR
- Analyzed various accounts
- Led the compliance group of Accounting Department

EDUCATION: GRADUATE STUDY:

2005 DE LA SALLE UNIVERSITY
Taft Avenue, Manila
Master of Business Administration Dean's
list 1996-1997

COLLEGE :

1988 UNIVERSITY OF STO. TOMAS
España, Manila
BS Commerce Major in Accounting

SECONDARY & PRIMARY:

1984 ST. ANTHONY SCHOOL
Singalong, Manila
Primary and Secondary Schooling

SPECIAL SKILLS: Proficiency in Microsoft Word, Excel, PowerPoint, Visio

GOVERNMENT EXAMINATIONS / ELIGIBILITY:

Career Executive Service (CES) Eligible – Resolution no. 846, Feb. 9, 2010

CPA Board Examination – Passed, October 1988 (83.43 %)

Professional Career Service – Passed, July 1988

INSURANCE EXAMINATIONS:

Life Office Management Association Examination 1 and 2, passed, autumn 1989
By: Life Management Institute

ORGANIZATION / COMMITTEE:

Association of Government Internal Auditors (AGIA): Member

Philippine Institute of Certified Public Accountant (PICPA): Member

PITC Pharma, Inc. Bids and Awards Committee:
Member, Bids and Awards Committee – July 2015-Present
Head, BAC Secretariat February 8 – December 8, 2013

PITC Employees Association: President January 2005-May, 2007

PITC Bids and Awards Committee:

Head, TWG: January 2007 –March, 2008

BAC Member: February 2006 – December, 2006 Accreditation
Committee: 2005-2006

PERSONAL: Filipino, 48 years old, born on February 29, 1968 and in good health.
Height 5'2". Weight 125 lbs.