

## CURRICULUM VITAE



### Personal Details

Name : Orlando B. Delmo  
Date of Birth : August 20, 1959  
Nationality : Filipino  
Height : 5ft. 6 inches  
Weight : 125 lbs  
Sex : Male  
Present Address : 34DE. Street Veng Sreng, Tropeng  
Thleong, Khan Dangkor, Chom Chao,  
P. P.  
Home Address : No. 53 Zone II Don Esteban, La Puz,  
Iloilo City, Philippines  
Passport Number : P0191050A  
SSS Number : 03-6774251-9  
HDMF ID Number : 0019423201 08  
PhilHealth No. : 01-050700771-1  
Mobile Number : +85577932178

**Educational Qualifications**

Graduate Studies	Pannasastra University of Cambodia Graduate School of Management and Economics MBA - Finance
Post Graduate	Central Philippine University Graduate Studies Master of Business Administration Jaro, Iloilo City, Philippines
TESOL Methodology	American English E-Teacher Massive Open Online Course (MOOC) U.S. Department of State Bureau of Educational and Culture Affairs Facilitated by University of Maryland, Baltimore County, USA
Tertiary	Central Philippine University College of Commerce Bachelor of Science in Commerce Major in Accounting Jaro, Iloilo City, Philippines

Secondary &  
Elementary

Jalandoni Memorial High School  
Jalandoni Memorial Elementary  
School  
La Puz, Iloilo City, Philippines

## **Work Experiences**

### **Paragon International University**

No. 8 St. 315, Toul Kork, Phnom Penh City, Kingdom of  
Cambodia

2016 – Present

*Lecturer*

- Teaches Principles of Accounting, Financial Accounting, Managerial Accounting, Financial Management, Business Finance, Business Ethics and Auditing.

### **Pannasastra University of Cambodia**

South Campus

184 Norodom Blvd., Phnom Penh, Kingdom of Cambodia

December 2012 - 2017

***Professor***

- Teaches Accounting Principle I, II and III; Intermediate Accounting I and II; Cost Accounting I and II; Managerial Accounting; Advance Accounting I and II; Fundamentals of Financial Management I and II; Corporate Accounting Report; Fundamentals of Project Management and Budgeting for Better Planning and Management. ACCA F5 & F3 Performance Management.

## **American Bridge International School**

Steung Meanchey Commune

Phnom Penh City, Cambodia

April – December 2012

### *General English Teacher*

Reading and comprehension; pronunciation and Vocabularies. The course aims to enhance students' reading and writing skills in any level. Students will read various reading texts on different topics and themes such as first impressions, food and taste, success, new perspectives, advertising, risks, cities and urban lives, currency, communication, Lifestyle, etc.

## **PacificHub Corporation (BPO)**

11<sup>th</sup> Floor., Robinson Equitable Tower

ADB Ave. corner Poveda Rd., Ortigas Center

Pasig City, Metro Manila

December 26, 2008 – 2011

### ***Team Leader***

- Monitoring individual Calls as to the validity of each call
- Coaching agents how to handle proper call, good customer service and sales, how to close sales and product knowledge.

- Maintain performance record for number of sales, good/bad calls of each agent for performance rating.
- Perform daily or weekly meeting.
- Attend area center for updated /developments of the center
- Other functions under a Team Leader area of responsibilities.

### ***Sales Agent***

- Sells On Line Business Listing, E-Bridge.com Regular, Silver and Gold) United State of America customers.
- On line studies (Leads)

### **ACQUIRE Asia Pacific (BPO)**

Ground Floor Star Mall Extension Bldg.

Mandaluyong City, Metro Manila

April 2007- November 2008

- Sells Home Phone, Broadband and Mobile Services of DODO Telecommunication, Telstra and Optus, Australia
- Sells Home Phone, Broadband and Mobile Services of Virgin Media Telecom. United Kingdom.

### **NCO Group Manila, Inc. (BPO)**

6<sup>th</sup> floor ELJ Communication Center (ABS-CBN)

Mother Ignacia St., Quezon City, Metro Manila

November 20, 2006 – May 15, 2007

### ***Collecting Agent***

- Collect Past Due Credit Card Account of Americans; JC Penny Credit Services; Sam's Club; Paypal Credit Buyer; Lows Consumer; Mervyn's Account; Wearhouse, Petite
- Sophisticate; Finger Furniture, Financed by GE Money Bank.

### **Al-Qayed Constructing Corporation**

Doha, State of Qatar, United Arab Emirate

March 31, 1999 – December 31, 2001

### ***Chief Accountant***

- Consolidate financial reports of three accountants from three subsidiary companies of Al-Qayed Group.
- Reconcile monthly bank balances.
- Prepare consolidated financial statements.
- Checks and verifies monthly payroll, receipts, disbursement and monthly accounting reports.
- Other functions Mr. Hassan Abdullah Qayed authorized me to do so.

### **Valiant Rural Bank**

Delgado St., Iloilo City

Philippines

November 1996 – 1998

### ***Bank Operation Officer***

- Directly Supervises Bookkeepers, Tellers, New Account Clerk, FCDU Bookkeepers, Loans

- Clerks and Securities.
- responsible for planning, organizing, directing, coordinating and controlling the activities of Cash and Accounting sections.
- Check and verifies maintenance of General and Subsidiary Ledgers.
- Verify and Certify all Financial Statement for submission to Head Office, to Central Bank and to the Bureau of Internal Revenue.
- Overrides teller's transactions for error, corrections, withdrawals beyond their approval and clear machine totals.
- Review and recommend approval bank's transaction.
- Other functions to control, monitor and secure that all transactions are being documented and reported reliably.

### **Land Bank of the Philippines**

Solis-Iznart Sts., Iloilo City, Philippines

September 01, 1988 – April 30, 1996

- *Accounting Clerk* – in charge with balancing subsidiary Ledgers and depreciating Furniture and Fixtures.
- *Remittance Clerk* – accept remittances of Government Financial Institution (BIR, PPA, Treasury of the Philippine, SSS, and HDMF)

- *Teller II* - Over the counter transactions (Deposit, Withdrawals, Loan Releases and payment, etc.)
- *Clearing Supervisor* - Attend daily clearing session in Central Bank Clearing House and prepare daily Balance sheet and check transactions of Tellers and Bookkeepers.

**Training/Seminars/Certificate of Recognition/Participation:**

- Cash and Accounting Operation      February 11-12, 1995
- Systematic On-line CASA System  
for LBP Iloilo Branch                      July 9-10, 1994
- Training on Cash and Accounting  
Operations                                      July 4-5, 1992
- Bank Frauds and Forgery  
Detection                                        May 23-24, 1992
- Orientation and Employee  
Development Course                        December 7-9, 1988
- Seminar/Workshop on  
Payroll System                                September 10, 1988
- GE Collection Training Program  
NCO Financial System, Inc.                November 7, -  
December 8, 2006
- Outbound Sales Training  
Acquire Asia/Dodo Australia  
and Virgin Media, UK                        June 26-July 18, 2007



➤ Presenter, “Users of Accounting Information” by: International Conference on Management, Economics, Business, and Social Sciences (ICMEBSS) at Zaman University

17<sup>th</sup> November 2018

### **References:**

**Dr. Renato M. Lee**

International Monitoring and Evaluation Adviser  
Trade Development Support Program (MDTF-World Bank)  
Ministry of Commerce, Phnom Penh, Cambodia

Dr. Fil B. Tabayoyong, Jr.

NGO Management and Development Professional in Holistic Health, Population and Poverty Alleviation-Focused Programs & Projects (Project Cycle Management & Development; Technical Assistance) Academic Professor in Social Sciences, International Relations & Communications/Media Arts  
Pannasastra University of Cambodia (PUC)-South Campus  
University Guidance Counselor-PUC (Mental Health Service)  
Phnom Penh, Cambodia

I hereby certify that the above information are true and correct to the best of my knowledge and belief.

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Orlando B. Delmo

