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| **Jenie Ann Espiel-Hular, CPA**  Blk 552 Miltonia Close, #03-72  Singapore 768120  Mobile: (+65) 9729 2308  Email: [jenhular@gmail.com](mailto:jenhular@gmail.com) |  |

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| **CAREER SKILLS AND HIGHLIGHTS** |

* An internationally trained accounting professional with more than 10 years of extensive experiences in the areas of GL accounting, AR accounting, AP accounting & Internal Control gained from working with multi-national commercial and shared services companies in the Philippines and in Singapore.
* With vast experience in financial reporting, Singapore GST, Process Analysis & Improvement, Consolidation, US GAAP, SOX, COGNOS, FRANGO and SAP

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| **EDUCATION AND PROFESSIONAL REGISTRATION** |

**Certified Public Accountant**, Philippines

**Bachelor of Science in Accountancy,** Divine Word College of Legazpi – Philippines, 2001

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| **PROFESSIONAL EXPERIENCE** |

**AR Accountant**, Gibson Innovations Singapore Pte Ltd (Woox Innovation Singapore Pte Ltd - a subsidiary of Philips)

Jan 2015 – May 2016

Roles and Responsibilities:

* Manage and implement credit policies and processes with customers for all business units
* Work closely with sales people to ensure collection and all payment receipts, credit note and debit note are timely raised and applied properly.
* Communicate and follow up effectively on a timely basis with key account managers and customers to ensure collection of outstanding invoices as well as for overdue invoices
* Partnering with sales team for disputes resolution with both internal and external customers
* Manage the collection activities by collaborating with various internal business functions such as billing, credit and cash application teams and external customers to resolve receivable issues efficiently
* Make recommendation on collection procedures and highlight any risk or deviation from credit standard to the regional controller to take immediate action to avoid non collection
* Process statement of accounts (SOA) to customers on regular basis, implement collection procedures and reconcile accounts.
* Point of contact for customers on all AR questions such as bank details, collection query and  disputes (if any) and ensure timely collection of invoices to avoid past due accounts.
* Prepare, review and analyze monthly customer rebate schedule and update percentage in the system
* Analyze financial data on a segment of customers and provide proactive Risk Management/reporting to Financial and Sales management
* Review the clauses of LC document requirement/SBLC and BG clauses before SCM can release shipment
* Involve in quarterly credit review and maintain appropriate documentation and transparency to support basis and rationale for customer credit decisions and limits where needed
* Access the bank and furnish details of receipts to Infosys (shared service) for cash application in SAP
* Perform other AR related task and provide support to sales team and shared service during month-end closing and ensure that all receipts are posted
* Review monthly AR aging report with sales team and management
* Prepare weekly cash flow forecast (AR collection)
* Liaise with external auditors for audit requirements, queries and audit issues
* Posting of credit or debit notes to customer’s account through SAP if necessary.

**AR Accountant,** STMicroelectronics Asia Pacific Pte. Ltd.

June 2009 - October 2014

Roles and Responsibilities:

* Handle collections and ensure AR forecasted amount will be collected
* Managed and ensure compliance of SOP for accounts receivable process and in accordance with SOX and credit control policies & procedures
* Analyzed and improved credit and collection processes to ensure effective control on accounts receivable
* Trained sales team and AR staff for the credit notes process and ensure that they comply with credit control policies and SOX
* Worked with sales team for issues relating to billing, price discrepancy, goods lost in transit, missing documents, goods returns and any other matters concerning invoice’s with disputes
* Performed account reconciliation and send monthly statement of accounts to external customers and follow up closely for overdue invoices to expedite collection to minimize past due and meet DSO target
* Performed cash applications using SAP accounting software which includes treatment of partial payments
* Processed credit notes for goods returns, price adjustment, rebates, claims from customers, incentives and compensation in SAP
* Prepared weekly and monthly cash flow forecast reports with variance analysis and monthly AR aging report
* Performed credit review report for existing and new customers and recommend to management the credit term and credit limit
* Analyzed actual sales and forecast to support sales team for request of extension of credit term and temporary increase of credit limit.
* Ensure completeness of monthly accruals, reversals and journal entries
* Calculate monthly sales commission per sales region
* Reconciled monthly the inter-company accounts and issue the billing for any claims and payment on behalf
* Managed intercompany reconciliation
* Worked closely with tax department for GST issues and other tax compliance related matters
* Liaised with corporate internal and external auditors for queries on audit issues (if any) and other audit requirements

**General Accountant**, Lindeteves - Jacoberg Limited, Singapore

November 2007 - June 2009

Roles and Responsibilities:

* Managed the submission of monthly, quarterly and year end reports to regional office;
* Coordinate, supports subsidiaries and ensure the timely submission of monthly and quarterly reports;
* Performed treasury function for Singapore subsidiaries (including payments thru electronic-banking, download of daily statements and maintain and updates daily bank transactions);
* Liaised with banks, external auditors, subsidiaries and regional officers.
* Handles queries from regional office concerning reports from subsidiaries;
* Reviews the accurateness and completeness of entries in the system;
* Prepares monthly inter-company reconciliation;
* Prepares bank reconciliation;
* Review P&L and BS schedules;
* Preparation and filing of quarterly GST report;
* Prepares billings to subsidiaries;
* Review and verify expense claims from sales director and sales staff;
* Prepares quarterly/ yearly budgeting, forecasting and variance analysis.
* Assist in preparation of year-end audit and annual report

**AR Accountant,** GE Philippines Global Business Service (Shared Services Center), Philippines

September 2006 - June 2007

Roles and Responsibilities:

* Prepares and maintains SOP for countries individual AR process;
* Follow up customers for due invoices and ensure timely collection to avoid past due or overdue accounts.
* Coordinate with sales team for those invoices with disputes.
* Downloads TT/GIRO transactions received in bank.
* Cash applications in SAP which includes treatment of partial payments, progress billing payments, withholding tax charging and different FOREX currencies effect.
* Prepares account receivable reports and analyze top 20 past due customer.
* Prepares statement of account to customers.
* Release customer order with account analysis.
* Review accounts receivable ageing and analyze delinquent accounts.
* Liaise with corporate and external auditors.
* Prepares standard operating procedures for accounts receivable as per SAP process.

**AP Accountant**, Cypress Semiconductor Philippine Headquarters, Ltd., Philippines

July 2005 - August 2006

Roles and Responsibilities:

* Process supplier’s invoices from Texas, Minnesota and San Jose, USA in oracle module;
* Resolves issues concerning accounts payable processing, payments of invoices and related issues coming from Texas, Minnesota and San Jose;
* Analyze charges in each invoice and check if the goods are taxable or non-taxable.
* Monitors invoices that are on hold or pending for payment;
* Responsible for weekly and monthly close of subsidiary ledger vs. general ledger analysis
* Coordinates with the buyer, requestor and supplier regarding complicated invoices.
* Handles queries relating to payment issues from suppliers.
* Reconciliation of supplier’s statement of account and accruals.

**Internal Control Analyst,** Philip Morris Philippines Manufacturing Inc., Philippines

Nov 2003 - June 2005

Roles and Responsibilities:

* Test the operating effectiveness of internal control systems.
* Identify and analyze operational compliance risks associated with business process and looking to implement best practices to strengthen the internal control environment.
* Examines the expense statements report;
* Assist in Sarbanes Oxley testing and documentation’s and accountable for the examination of the accounts payable, financial reporting, treasury & tax process.
* Observe in the inventory counts.
* Communicate and report audit findings and recommendations

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| PERSONAL INFORMATION |

Gender: Female

Birth Date: May 28, 1980

Marital Status: Married