**EXPERTISE:**

Accounts Reconciliation, Analysis, Process Improvement, Forecasting, Fixed Asset, Financial Reports, Management Reports, General Ledger; Shared Service Accounting

**SKILLS:**

Microsoft Excel, MS Access, SAP FI, SAP BI, Ariba, Lawson, Hyperion, Concur, Sun systems, Accounts payable, Accounts receivable

**PROFESSIONAL EXPERIENCE:**

**Startek, Inc.** Philippines

ACCOUNTANT II Mar 2015 – Nov 2015

Achievements:

* Successfully transitioned all fixed asset of an acquired company in a span of one month that is normally done in three months.
* Designed a process wherein capital expenditure request are effectively monitored so it will not exceed its budget.
* Assist in designing a process wherein non-project fixed assets and non-capitalized expenditures are effectively reduced by 30%.

Responsibilities:

* Handle full set of accounts; - Perform analysis on project spending;
* Manage and maintain fixed asset register; - Prepare accrual and adjustment journal
* Assist management in process improvement; - Prepare management reports.
* Prepare monthly forecasting on fixed assets - Analyse financial data;
* Perform month end closing in accordance with US GAAP and local statutory requirements.
* Prepare accounts reconciliation according to US GAAP and IFRS.

**Noble Resource International Pte. Ltd.** Singapore

ACCOUNTS PAYABLE OFFICER May 2014 – Jul 2014

Achievements:

* Eliminated accounts payable and T&E backlogs.
* Improved payment process.

Responsibilities:

* Perform accounts payable
* Handled payment request as well as payment application
* Managed travel & entertainment (T&E) reimbursement as well as other employees' claims.
* Managed counter-party or vendor creation in CMS.
* Handled payment request as well as payment application.
* Calculated and distribute debit/credit memo to other entities.
* Perform month end closing and accrual relating to accounts payable.

**Accenture Pte Ltd** Singapore

CLIENT FINANCE MANAGEMENT ANALYST Mar 2013 – Mar 2014

Responsibilities:

* Provide support on IFS (Integrated Forecasting Solution) input in SAP for ASEAN, SKR and ANZ.
* Prepare Top Client Performance report, Monthly APAC Key Performance Indicator (KPI), Sales Flash Report and Contract Financial report.
* Ensures data in ASEAN Summary watch list report is updated (Working Capital & Contract Financials) and provide commentaries on significant items.
* Highlights and investigates Contract Controllable Income significant impacts in Contract Financials.
* Provide Supplemental Finance pack (Working Capital, Contract Financial, Days Service Outstanding (DSO))
* Review data on Client Service Group Summary.
* Keeping track of interim agreements.

CLIENT FINANCE MANAGEMENT ASSISTANT Mar 2011 – Mar 2013

Achievements:

* Successfully coached/trained Dalian Team for invoicing and accounts receivable resulting to reduction of processing time of 18 hours a month and smooth transition of invoicing.
* Improved report on cost analysis for contractors fees resulting to a more accurate accruals and billings.
* Effectively investigated/traced resources responsible for unresolved open item expenses as result were able to identify (billable or non-billable), correct charging and bill client.

Responsibilities:

* Managing detail expenses analysis and cost analysis for contractor’s fees.
* Maintaining Quadrem (3rd party Client Billing) and accounts receivable file.
* Conducts trainings and coaching to Dalian offshore team.
* Responsible for review of billing templates, invoicing and sending final invoice to Team Leads.
* Provide support for month end closing of accounts and accrual.

**AIG Business Processing Services, Inc.** Philippines

FINANCE & ACCOUNTING SPECIALIST Sept 2009 – Nov 2010

Achievements:

* Boost clients’ confidence by submitting quality reports which resulted to shifting more process to our team.
* Improved month-end process resulting to reduction of errors and timely booking of entries.

Responsibilities:

* Supervise and oversee the General Accounting team.
* Delegate and coach new process to team given by client.
* Conduct training on accounting process or new process.
* Manage and maintain Fixed Assets register/ records and perform monthly reconciliation.
* Handle full set of accounts.
* Month or quarter end closing activities and accrual process in accordance with US GAAP and local statutory requirements.
* Communicates to US clients relating to month end activities status.

BALANCE SHEET RECONCILIATION ANALYST Aug 2008 – Sept 2009

Achievements:

* Eliminated unresolved open balances in balance sheet accounts by 90% (i.e. receivables and payables) thru thorough investigation and follow-up to concerned parties.
* Successful transition of processes from US counterpart to our team.

Responsibilities:

* Review detailed transaction and perform journal entries and accounts payable.
* Perform balance sheet accounts reconciliation from sub modules to general ledger.
* Maintain quarterly and yearly balance sheet accounts analysis in accordance with US GAAP and IFRS.
* Handle bookkeeping for full set of accounts.
* Perform consolidation and booking of eliminating entries (FIN46R).
* Monitor prepaid expense and record adjustments.
* Process/ procedure documentation.
* Month or quarter-end closing activities and accrual process in accordance with US GAAP and local statutory requirements.
* Perform SAP User Acceptance Testing (UAT).

**Genpact Services LLC – Philippine Branch** Philippines

GENERAL ACCOUNTANT Feb 2008 – Aug 2008

Perform accounting for internal vendors (employees) including but not limited to T&E review and reimbursement, managing employee loans and advances, process corporate card application, perform month end closing activities and handle government remittances, employees’ final pay, reconciliation of advances and other employee cost.

**Maharajah-Phils Asian Gaming, Inc.** Philippines

ACCOUNTING ASSISTANT Oct 2007 – Jan 2008

Handle full sets of account, monitoring expenses, manage tax requirements, and perform month end activities and accrual process.

**SPI Global (fka SPI Technologies)** Philippines

CONTRACT ANALYST Oct 2006 – June 2007

Review and analyse the terms, financials and critical issues of the Lease Contract.

**Accenture** Philippines

PRE-PAY AUDITOR Apr 2006 – Oct 2006

Examines and approves for payment of client employees’ expense reports, process and reconcile stale reports and sending escalation reports.

**Allied Banking Corporation** Philippines

SA/CA BOOKKEEPER May 2001 – Nov 2001

Perform bookkeeping, clearing of checks, debit and credit memo as well as other clerical functions.

**Center for Pop Music Philippines** Philippines

ACCOUNTING ASSISTANT Jan 2000 – Sep 2000

Handle full set of accounts, perform month end closing, provide management reports, prepares business correspondence and assist in coordinating with other schools for events.

**EDUCATION:**

* BACHELOR OF SCIENCE IN ACCOUNTANCY

Adamson University, Manila

2000