

# Godwin C. Naces

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## **Technical Skills**

- Superior skills in MS office applications.
- Can troubleshoot minor computer software problems.
- Credible knowledge in Windward and ERP accounting system.
- Capable in utilizing Oracle Accounting System.
- Knowledgeable in online banking transactions.
- Expert in BIR online tax payment applications.

## **Analytical Skills**

- Advance knowledge in Accounting on Construction, Leasing and Retail type of business.
- Exposed on BIR taxation procedures.
- Suggests effective internal controls.
- Business revenue forecasting.
- Exercise win-win decision making on any business dilemma.

## **Interpersonal Skills**

- A good follower.
- A team player.
- Open minded.
- Prompt on working schedules and deadlines.
- With a never-say-die attitude.

## **Professional Experience**

**July 2009 – March 2010    Cash and Stock Audit Staff**  
International Pharmaceuticals, Inc.  
Juan Luna Ave., Mabolo, Cebu City

- Check weekly sales remittance.
- Audit weekly sales expenses.
- Monitor daily sales report.
- Prepare sales details of error.
- Prepare COD Stock Audit Guide.
- Submit accomplishment report to Cash and Stock Audit Supervisor.
- Does other jobs that the superior may assign from time to time.

**March 2010 – July 2013    Internal Auditor**  
International Pharmaceuticals, Inc.  
Juan Luna Ave., Mabolo, Cebu City

- Conduct audit and evaluation on Marketing Specialists' events;
- Conducts audit of Diagnostics' Bidder's Bond, Showroom and Shipments;
- Check Bank Reconciliation;
- Conducts inventory of Accountable Forms;
- Conducts inventory of accountabilities from various Departments;
- Conducts audit on Cash Advances (TAR/TAL);
- Conducts year-end inventory at the head office;

**July 2013 – August 2014 General Audit Assistant Supervisor**

International Pharmaceuticals, Inc.  
Juan Luna Ave., Mabolo, Cebu City

- Examines company affiliates' financial statement;
- Suggest effective internal controls and procedures;
- Safeguards company's current and non-current assets;
- Suggest workable software modules for efficient transaction monitoring;
- Audits sales target forecasting;
- Submits accomplishment report to the General Audit Supervisor;

**August 2014 – July 2017 Affiliate Accountant (Assistant Manager)**

Arctura Corporation (IPI)  
Brgy. Opao, Mandaue City

- Accounting Section Head
- Monitor company's profitability ratios
- Responsible in reporting internal financial records to the Board of Directors.
- Accountable in maintaining effective internal controls.
- In charge in answering Government requirements such as BIR tax returns, SEC annual reports and Local Government permits.

**July 2017 – November 2017 Accounting Manager**

M Lhuillier Supermarket wine and Food  
Lahug, Cebu City

- Accounting Department Head
- Responsible in reporting internal financial reports to the head office.
- Oversee all accounting transactions including billing and accounts payable.
- In charge in answering Government requirements such as BIR tax returns, SEC annual reports and Local Government permits.

**November 2017 to June 2019 Accountant level IV (Manager)**

Pasajero Motors Corporation  
A.S. Fortuna St., Mandaue City

- General Accounting and Control.
- Financial Statement reporting, Budget and Forecasting,
- Accountable in maintaining effective internal control.

**June 2019 to February 2020 Accounts Payable Manager**

Rose Pharmacy Inc.  
Hernan Cortes St., Mandaue City

- Responsible in monitoring Accounts Payable Team efficiency.
- Prepare monthly AP schedules and reports.
- Suggest and implements effective internal controls and procedures.
- Insure accuracy and completeness of Accounts Payable Transactions.
- Provide trainings and seminars to AP Associates.
- On top of every transactions from Provincial Accountants.
- Assist external audit engagements.
- Provide updates and requested AP related reports to Finance Contoller.

**Jun 2020 - Dec 2022**

**Accounts Payable Team Lead**

Lear Corporation (International Company)

- Oversee 14 AP Accountants processing Non-Production invoices for North America.
- Responsible for AP Monthly closing activities.
- Act on concerns and issues pertaining to Accounts Payable.
- Responsible for US/CAN KPI calculation.
- Reviews and Approves Accounts payable invoices in Coupa.
- Attend to request which relates to accounts payable vouchers.
- Responsible for voucher error correction.
- Maintain smooth and error free invoice processing.
- Work with Southfield Payments Team, IT and Project Team for possible process improvements.
- Review related Accounts Payable documents requested from Internal or External Audit Team.
- Attend to whatever request coming from AP Manager, Finance Senior Manager and GBS Director.

**Jan 2023 – July 2023**

**PSO Project Manager**

Lear Corporation (International Company)

- Ensures that all purchasing decisions upholds the highest ethical standards.
- Manages the Purchasing Support Office in night shift schedule.
- Processes PR/PO and other back-office activities of Lear plants from Canada, US and Europe.
- Ensures that all suppliers abide with the corporate purchasing policy.
- Ensures proper documentation of supplier accreditation and/or qualification and timely approval of new suppliers and new products.
- Initiates the build-up of and follows-through department activities to ensure compliance with the company's annual purchasing savings road map.
- Ensures that the suppliers give Lear the best pricing arrangement.
- Ensures that all procurement activities for indirect/MRO items and outsourcing requirements are in compliance with company objectives
- Ensures that pricing structure of products and services offered by suppliers are the best selection for Lear.

## **Educational Background**

College: Bachelor of Science in Accountancy  
University of the Visayas – Colon Street, Cebu City  
2005 – 2009

## **Character References**

### **Antoine de Villelongue Purchasing Director**

Lear Corporation  
C/Fusters, 54 43800 Valls (Tarragona) Spain  
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Mobile # +34683100368

### **Janice Bulaybulay GBS - Finance Manager**

Lear Corporation  
Lapu lapu City Cebu, Philippines  
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Mobile # +639985828835

### **Mr. Riu B. Bausin Proprietor**

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