

Roger Chanco

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I have a Bachelor's Degree in Commerce major in Accounting which is comparable to Ordinary Bachelor Degree which is placed at Level 7 on the Irish National Framework of Qualifications, I am also ECDL Certified with FAS. I also have an IT Management Degree from IT Tallaght. I am a team player with Advance Excel skills.

EXPERIENCE

December 2016 – Present Shire Pharmaceuticals
Baggot Street
Dublin 2
Vendor Master Data Analyst

- Coordinate customer and vendor master data setup across the EMEA business according to global processes and ensure completion in a timely manner using JDE, Lavante and SAP.
- Work directly with internal business partners to ensure data submissions are compliant with agreed global procedures.
- Identify potential data quality and process improvement opportunities.
- Troubleshoot master data issues reported by the business.

July 2016 – November 2016 National Treasury Management Agency
Treasury Building
Grand Canal Street Lower, Dublin 2
Accounts Payable Administrator

- Processing of creditor and supplier payments by electronic fund transfer (EFT) in support of NAMA and other businesses where required
- Invoice scanning, registration and recording in the Purchasing system
- Setting up of new suppliers and maintenance of Tax Clearance Certification process on all payments to suppliers \ service providers exceeding €10,000 in any 12-month rolling period
- Assistance with key reconciliations and reporting including the production of aged creditor reports and prompt payment reporting
- Assistance with internal and external audit queries
- Input of general ledger transactions together with regular reconciliation of related accounts

Feb 2016 – July 2016 Baxter International
7 Deansgrange Business Park, Blackrock, Co. Dublin
Accounts Payable Analyst

- Process invoices with set standards and timelines using Seeburger, Pega and Oracle JD Edwards
- Proactively works with finance, purchasing and supplier management staff from other

Baxter European entities to determine their payment requirements and resolve invoice related queries in a timely manner

- Clear historic items in AP accounts

Sept 2008 – Feb 2016

Lloyds Pharmacy Ireland
Cherrywood Business Park, Co. Dublin
Accounts Payable Assistant

- Sorting, coding and processing more than 1000 invoices monthly into Azolve and SAP in a timely manner
- Set-up new vendors, users and cost centers in Azolve
- Resolve all queries from suppliers in a prompt manner to ensure timely payments of invoices
- Coordinate with colleagues to ensure that invoices are approved on time
- Reconcile supplier statements and follow-up any outstanding invoices
- Auditing of colleagues expenses on company credit card
- Processing bi-monthly payment runs and also one off Vendor cheque payments
- Filing and archiving invoices

June 2007 – June 2008

Quinn Accounts
36 Upper Baggot St. Ballsbridge, D4
Accounts Assistant

- Record all cash sheets in excel & investigate any significant differences
- Check lodgment of cash & credit card daily
- Bank reconciliations
- Prepares sales & wages report weekly
- Prepares & submits P45, P60 & P35 thru ROS
- Pay all creditors monthly including VAT & PAYE
- Process all invoices & credit notes in Sage
- Reconcile creditors statements with balance in Sage
- Weekly Payroll using Thesaurus for 35 – 40 people

July 2003–Feb 2004

Migrant Rights Centre
55 Parnell Square West, Dublin 1
Volunteer

- Updates the database of Migrant Rights Centre
- Analyze and summarize case files of clients
- Makes monthly, quarterly & annual reports to management

1998–2002

Cathay YSS Distributors Co. Inc.
Makati, Philippines
District Manager

- Develop & implement strategy to achieve rapid sales growth of the company's products
- Negotiate contracts with key customers
- Evaluate performance of probationary and contractual Medical Representatives
- Assist in the preparation of the budget

1994 –1998 Cathay YSS Distributors Co. Inc.
Makati, Philippines
Medical Representative

- Promote pharmaceutical drugs for diabetes, arthritis and asthma to GPs, Internal Medicine, Cardiologist & Pediatricians
- Medical Representative of the Year in 1996
- Top 5 performers from 1996 to 1998

EDUCATION

2018-2019 Code Institute
Diploma in Software Development, Full Stack Developer

2013 – 2016 IT Tallaght
(Expected) **Bachelor of Science (BSc), Information Technology Management**

April – Nov 2006 FAS, Jervis St., Dublin
ECDL Ver 4

1986–1991 Ateneo de Davao University, Davao City, Philippines
Bachelor of Science in Commerce
Major in Accounting

Comparable to Ordinary Bachelor Degree which is placed at Level 7 on the Irish National Framework of Qualifications

INTERESTS

Swimming, running, computers.

SKILLS

SAP, Sun System, Integra, Seeburger, PEGA, Oracle JD Edwards, Lavante, Azolve, Open Accounts, ECDL Ver. 4, Advance Excel skills, SAGE, Thesaurus Payroll, Java, Oracle SQL, Networking, Basic Webpage Design and typing skills - 50 words per minute.