## **Summary**

* CPA Practical Experience and CFE completed. Application for title under review.
* Familiar with IFRS and US GAAP
* Dedicated to continuous professional development
* Excellent abilities to work as part of a team to achieve outstanding service delivery
* Capacity to delegate tasks and oversee their advancement
* Able to prioritize individual workloads according to scheduled deadlines
* Ambitious, dedicated and results oriented
* Highly organized and capable of multitasking

## **Skills**

### Computer

* Strong knowledge of SAP and BW (Power BI)
* Highly proficient in Microsoft Office applications (Excel, Word, PowerPoint)
* Advanced development and testing skills in Access, RPA, SharePoint and Concur

### Language

* Spoken: English, French, Bulgarian, Russian
* Written: English, French

## **Experience**

### **CANADIAN NATIONAL RAILWAYS,** Montreal, QC **May 2015 – Present**

### Disbursement Coordinator April 2018- Present

##### *Compliance and Control*

* Perform and ensure controls regarding the administration and use of the Pcard, Travel card and CTA programs
* Introduce controls to reduce CN’s risk exposure related to the misuse of the Procurement and Travel cards
* Work on changes to the Procurement and Travel cards policy to align with current processes and program requirements
* Assist with the development of the RPA automation of the PCard payment process by developing failure scenarios, constructing validation methods and troubleshooting errors
* Accurately execute monthly PCard reconciliations, payments and clearings
* Develop and implement a structured process for the tracing and collection of overdue amounts on the PCards
* Perform compliance audits on PCard and Travel cards

### Representative Composite Accounts Payable May 2016 – April 2018

##### *Payment Control*

* Issue daily scheduled checks and manage manual requests conform to SOX
* Perform daily bank reconciliations of the US and CAD accounts
* Investigate and correct payment delivery discrepancies
* Work with Financial Reporting and Treasury to solve inconsistencies in G/L and bank accounts
* Prioritize requests, issues and work queues coming from across Canada and USA

##### *Purchase Orders*

* Correct rejected EDI transmitted invoices
* Adjust inconsistencies in purchase orders and process the associated invoices
* Act as an inter-department liaison in solving order discrepancies with suppliers

### Financial Reporting- Internship May 2015- May 2016

* Build a depreciation study case justifying the increase of the average retirement age on freight cars
* Validate that the monthly reconciliation reports of the G/L accounts are conform with CN’s accounting criteria
* Audit capital projects to insure their proper classification
* Handle the daily cash applications for a subsidiary (Autoport Limited)

### **ACCUEIL BONNEAU, Montreal, QC January 2015 - April 2015**

### Internship

* Reconcile the books to the bank account
* Keep records of financial transactions for both Accounts Payable and Receivable
* Handle accounts and make bank deposits

## **Education**

### **CPA CANADA,** Montreal, QC

January 2017- November 2020 (CFE Completed)

**National CPA Program-** Corporate Profile

### **JOHN MOLSON SCHOOL OF BUSINESS,** Montreal, QC

September 2012- April 2016

**Bachelor of Commerce**- Major in Accountancy

### **ESCE- ECOLE SUPERIEURE DE COMMERCE EXTERIEUR,** Paris, France

September 2013- January 2014

**University Exchange**

### **VANIER COLLEGE,** Montreal, QC

September 2010- May 2012

DEC- Health Science