

Clyde Renzo T. Bughao

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Summary

Dedicated and experienced accounting professional with proven success for maintaining sound and accurate reports and analytics in finance. Seeking an opportunity to expand my knowledge and deliver value and innovation in Finance, Strategy, and Planning.

Education

Pamantasan ng Lungsod ng Valenzuela
Bachelor of Science in Accounting Technology

June 2017

Work Experience

Accenture Inc., Philippines

2017-2022

General Accounting Ops Associate, Record-to-Report

- Selected to act as a POC for a team of 3 people to manage deliverables and support LATAM clients
- **Performed bank reconciliations** for LATAM clients on a daily basis.
- Coordinated with different teams regarding any issues or concerns on any report.
- Extracted data for the client's projected cash flow on a weekly basis.
- Generated weekly AR Aging reports that determines the aging bucket for each entity.
- Designed and implemented process improvements for bank reconciliation that reduce the handling time of each process by at least 20%
- Monitors and consolidate bank open items to communicate which items needs additional support from other parties involved.
- Proposed monthly bank charge posting in accordance to the nature of each transaction.
- **Maintained no issues on all the tasks handled for years.**
- **Handled newly transitioned tasks from client and became SME** for the same process.
- **Performed IC reconciliation on mid-month and month-end basis.**
- Communicated reason for variance of each trading partner for Intercompany Reconciliation.
- Assisted clients with data needed for the monthly reports of tax.
- Generated reports that concern the tax reporting of the company.
- Recorded and updated foreign balance of bank reconciliation.
- Reported inventory valuation of the client.

- Resolved old open items and variance or open items through continuous communication and follow-up emails.
- Generated overdue reports that analyze the status of each receivable of an entity.
- Performed Quality Audit of invoice to make sure that details are in line with the correct vendor for payment.
- Allocated process to the team for the if there are any invoice that are subject for Audit.
- Reduced number of incidents on certain process by 80% by implementing checklists on key details of process
- Reviewed teammate's work as POC before sending it to client to check for any possible errors.
- Maintained and communicated with the team that all tasks should be delivered on the respective timeline and compliant with the KPIs.
- Selected as TWE project-wide that assists other employees regarding on the creation, update and removal of any employee's access.
- Administered creating decks that contains reports and analytics that will be used on bi-monthly calls with the clients.
- Analyzed reason for each open item that will be presented during bi-monthly call.
- Created a macro-enabled tool that will automatically consolidate reports that are extracted by the team for weekly reporting.
- Organized brownbag sessions and share best practices.
- Awarded as **Top Performer on two (2) consecutive months** for the year 2019 for maintaining zero to minimum variance on both bank reconciliation and IC reconciliation and no issues and escalations on all the reports generated.
- Received an **A-List Award for the 2nd Quarter of the FY 2020** for the contributions on automating the tasks of the team and maintaining the high quality of the process.

Core Competencies

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|----------------------|-------------------------|
| • Financial Analysis | • Month-end Close |
| • Forecasting | • Capacity Planning |
| • Bookkeeping | • Quantitative Analysis |
| • Reporting | |

Technical Knowledge

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|-----------------|----------------------|
| • MS Excel | • SAP |
| • MS Powerpoint | • Service Now (SNOW) |
| • MS Outlook | • SQL |
| • MS Word | • MS Power BI |

Additional

- I created an analysis / dashboard for bike sales all over the world using a database from Kaggle. You can view the project in this link:

<https://github.com/clydeBughao/LearningProjects/blob/main/Bike%20Sales%20Project.xlsx>