

# Edgel M. Perfiñan

 217 1st St Banayo Compound Lakeside Park  
Subdivision Brgy VI-D San Pablo City Laguna

 0912-509-2000

 perfinan.edgel@gmail.com



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## Career Objective

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

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## Key Skills

- Above average verbal and written communication skills
  - Capacity for innovation
  - Knowledge and proficiency in accounts payable automation
  - Capable of preparing Financial Reports
  - Knowledge and proficiency in MS office and accounting software
  - Advanced MS Excel with Basic VBA Knowledge
  - Good time management skills
  - Resilient and detail-oriented
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## Education

### Bachelor of Science in Accountancy

#### Tertiary level

City College of Calamba

2011-2016

#### Secondary level

Camp Vicente Lim National High School

Mayapa Calamba City

2007-2011

#### Primary Level

Latian Elementary School

Mapagong Calamba City

2007-2007

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## Work History

### Sunpower Philippines Limited – ROHQ (Shared Services Organization)

Invoice Compliance Analyst  
8th Floor, Southwoods BPO Tower 1, Southwoods  
City, Binan Laguna, Philippines  
June 2021 up to Present

#### Responsibilities:

- validates accuracy of invoice packages and coordinates with internal customers to resolve any discrepancies

- responsible for end-to-end process of managing exceptions as per approved policy
- validate and process final solar and building permits from emails and US online portals per county
- update exemption log list and work around processes
- facilitates Dealer Compliance protocols and monitoring as required per process
- stays abreast on regional requirements, etc.
- provides accurate solutions to all customer's needs (internal customers – Partners, IPs) that is within the pre-defined policies and scope as required for Lease, Cash or MCR
- perform PO receiving in Oracle Fusion
- works closely and in cooperation with various groups within the Organization
- perform extensive data and quantitative analysis consistently
- documents all processes and procedures
- performs other duties as assigned

#### **Projects completed (KAIZEN)**

- participate in new system testing (from Oracle EBS to Oracle Fusion)
- automate daily QA task allocation and sending email via power query and power automate
- automate sending of SOA to vendors using Excel Vba
- create vba auto-filters for reports of another team
- create Excel Stopwatch for Department Timestamp for task completion monitoring
- perform clean-ups as per BOM new requirements in permit validation

## **ON Semiconductor Philippines**

Accountant, Specialist

One Griffinstone Bldg Commerce Avenue,  
Corner Spectrum Midway, Filinvest Corporate City  
Alabang Muntinlupa City  
June 2020 up June 2021

#### **Responsibilities: Bank Maintenance, Tax and GL**

- responsible for the vendor's bank information and tax update in oracle for 26 OU's/sites globally.
- checking of AP114 reports to make sure all banks set-up requests with unpaid invoices are complete before payment run
- weekly monitoring of the various employee with check payment method and update to EFT
- weekly monitoring of VAT CODES for Japan, Korea and Australia sites
- ensuring reportable vendors (individual, partnership and corporation for Legal and health) are set-up correctly in oracle tax details with correct MISC code.
- weekly monitoring of BAIC pending request for GSSC team and monthly for the other OU's.
- checking of Form W9 for US vendors and form W8 for foreign vendors to US entities. Sending form W8 to Global tax team for review if need revision. Attaching final form W8 reviewed by global tax team to SP
- monthly 21215 or Unpaid invoices accounts reconciliation
- Invalid Co/Dept reclassification entries
- provide support in 1099 reporting and other urgent tasks of the team

#### **Projects completed (KAIZEN)**

- completed clean-ups of 1500 suppliers for the supplier bank clean-up within the target period. Coordinated closely with site buyers, requestor and vendors for needed W9/W8 forms to avoid supplier hold and payment delays.
- created share point list for easier monitoring of form W8 for review by global tax team.
- created share point list for easier data gathering from all sites for quarterly EMP ADV report.
- completed the mass update of 1138 vendors income tax type in oracle using Data Loader.
- collected missing form W8 from 158 vendors

**DENSO Philippines Corporation**

Finance and Accounting Expert

CIP 1 Canlubang Calamba City

Finance and Accounting Expert

May 2017 up to May 2020

**Responsibilities: Accounts Payable**

- responsible for 3-way checking and recording of accounts payable trade and non-trade local, broker and overseas through excel database and JDE system.
- charges expenses to accounts and cost center by analyzing invoice and transactions.
- processing check payments and fund transfer through online banking system.
- coordinating with bank, procurement, logistics and other concern departments to resolve payable issues
- reconciling with local and overseas suppliers' and brokers' balances monthly to avoid any overdue accounts.
- prepare and analyze monthly accounts payable aging report.
- prepare, verify and submit monthly payment forecast report to headquarters
- checking of accounting ledgers by verifying and posting account transactions.
- update the value of open transactions in accounts payable by running the foreign currency revaluation process.
- filing of documents and maintains historical records
- ensure that all jobs being done is compliant with J-SOX policies and BIR requirements.
- assist external auditors with their audit requirements.

**Projects completed (KAIZEN)**

- revise all EWT rate being use in payables recording in line with TRAIN Law.
- coordinated to all brokers and shipping lines to have fixed payment date monthly to have efficient cash flow forecast.
- review and revised contracts with of all suppliers, brokers and shipping lines to match the improved AP process.
- improved security and container deposits payment process to monitor current deposits for refund.
- refunded old container deposits by negotiating with concern shipping lines.
- improved documents endorsement process with procurement and logistics to avoid delay in FS Closing.
- automate payment vouchers approval through Excel VBA.

**Responsibilities: Fixed Assets, Indirect materials, Plant supplies and Spare parts**

- maintain record of newly acquired fixed assets to account (Construction in progress) and verify the operational date and location with the end users.
- record the transfer of fixed assets from Construction in progress account to its proper account (Machinery, equipment, tools, office furniture etc.) upon confirmation of operational date.
- register fixed assets to JDE system if assets were confirmed being use in operations.
- run monthly depreciation process through JDE system.
- print and assist end users in fixed assets tagging.
- update accounting records upon assets transfer and disposal.
- lead annual fixed assets inventory counting at company and suppliers' area and report the result to management.
- monthly analysis of indirect materials, plant supplies and spare parts (invoices received versus the actual inventory).
- lead the annual physical inventory count, prepare and report the result to management.

**Projects completed (KAIZEN)**

- summarized all acquired assets (2 years old) but not yet put in operations and coordinate with end users and management to ensure all assets were being use for company purposes.
- disposed ghost assets (still in accounting record but actual was already disposed) and assets that were already worn out to reduce payment for property insurances and taxes (preparation for CITIRA BILL).
- ensure all jobs done is compliant with J-SOX policies, PEZA and BIR requirements

**Market Strategic Firm Inc.  
SM Calamba**

Real Calamba City

Accounting Assistant

September 2016 up to May 2017

**Responsibilities:**

- audit cash on SM bills payment center and other branches within the area.
- audit all Sodexo gift certificates received if match with Sodexo online system.
- audit deposit slips if match with actual cash.
- monthly inventory of cash, cash card and e-load on SM bills braches.
- assist accounting officers for daily accounting transactions.

**Affiliations**

Junior Philippines Institute of Accountant

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**Personal Information**

Nickname: Edgel

Age: 27

Birthday: October 09, 1994

Citizenship: Filipino

Father's Name: Edilberto A. Perfiñan

Occupation: Maintenance Electrician

Mother's Name: Angelita M. Perfiñan

Occupation: Housewife

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**Character Reference**

Ms. Ellen Almoro

City College of Calamba Director

09175261093

Ms. Jessa Veronica Santos

SM Calamba (MSF Inc.)

09653440992

Ms. Maan Sannad

Denso Philippines Corporation

09395870843

Ms. Azenith Galang

On Semiconductor Philippines

09205149804

Ms. Cecille Coronado

Sunpower Philippines Ltd

09082144313

I hereby certify that the above information is true and correct according to my knowledge and belief

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Perfiñan, Edgel M.