|  |  |
| --- | --- |
| **MONNA LIZA C. SANTOS, CPA**  **PRC No. 1163777** |  |
| Blk 100 Lorong 1 Toa Payoh, #14-267 | Mobile: +65 9751 3777 |
| Singapore 310100 | Email: monnaliza.santos@gmail.com |



**Summary**

* Solid financial management career working with diverse product and service corporations.
* Partnering finance with core operations to drive bottom-line financial, profit and revenue performance.
* Information systems background with innate ability to optimize technology to streamline processes and improve organizational efficiency.
* Excellent team building, leadership, communications and client/customer relationship management skills.
* Currently studying for Certified Management Accountant certification. IMA member ID no. 000008926400.

**Skills**

* Microsoft Office: Word, Advanced Excel, Power Point
* Accounting Software: SAP Applications, Microsoft Navision, ACCPAC, Quickbooks,
* Payroll Software: EPE Payroll Software, BRPay, TimeSoft Payroll Software
* Soft skills: Presentation skills, Problem Solving,Teamwork and collaboration, Leadership, Adaptability

**Education**

* BACHELOR OF SCIENCE IN ACCOUNTANCY

UNIVERSITY OF THE EAST- CALOOCAN, Samson Rd., Caloocan City (April 2005)

**Accomplishments**

* Certified Public Accountant - Philippine Institute of Certified Public Accountants (PICPA)
* Average score of 86/100 in the CPA Licensure Examination, among the top 25 of 5,000 examinees

**Professional Experience**

**MC CORPORATE SERVICE PTE LTD-** 1 Coleman St., The Adelphi, #05-06A, Singapore 179803

**SENIOR ACCOUNTANT (June 2015- May 2017)**

**Accounting Outsource Department Head managing internal accounts and outsource clients. Handling 3-4 staff and 150 clients. In- charge of managing and enhancing the workflow for both internal and client servicing departments. Among other tasks includes:**

* Prepare accounts and present Financial Reports in accordance to Singapore Financial Reporting Standards.
* Prepare GST computation and F5 including pre-registration, exemptions and filing of errors.
* Administer client's payroll, using payroll software, and other expense disbursements and prepare Forms IR8A, IR8S and related appendices.
* Monitors bank transactions, and prepare bank reconciliations and cash flow reports.
* Prepare IRAS Forms (Form C/C-s, ECI, PIC) and relevant tax computations in accordance to company and industry (investment holding, oil and gas, service, trading, etc.) requirements.
* Supervision and training of staff. Responsible for assigning jobs and hitting revenue targets.
* Managing and reporting to directors the company's budget, cash flow and operation results.
* Preparation and checking of Financial Statements in XBRL format for ACRA filing.
* Managing marketing efforts for the outsource department.

**CORPORATE OUTSOURCE PTE LTD,** Shaw Centre, Scotts Road Singapore

**Senior Accounts Executive** (October 2014 – March 2015)

* Setting-up and converting client’s database from ACCPAC Plus to Sage ERP accounting software.
* Prepare accounts and present Financial Reports in accordance to Singapore Financial Reporting Standards.
* Prepare GST computation and F5 including pre-registration, exemptions and filing of errors.
* Administer client's payroll, using payroll software, and other expense disbursements and prepare Forms IR8A, IR8S and related appendices.
* Accounts payable processing for clients, from funding to disbursements.
* Monitors bank transactions, and prepare bank reconciliations and cash flow reports.

**BOARDROOM BUSINESS SOLUTIONS PTE. LTD.**

**Senior Accounts Associate** (July 12, 2010 – September 26, 1014)

* Seconded to various clients for short term- assignments to assist clients in system implementations, group consolidation and reliever for staff on leave.

1. **Takeda Pharmaceuticals (Asia Pacific) Pte Ltd (**June – October 2012)
2. **L3 Communications Pte Ltd.** (April-June 2012)
3. **RH Petrogas Limited** (April-May 2011)
4. **Marche Restaurants** (November 2010- February 2011)
5. **General Mills, Inc.** (August – October 2010)

* Lead in the conversion of clients database from ACCPAC to Microsoft Navision.
* Provides supervision and training for staff.
* Responsible for the quality and correctness accounting and payroll jobs prior to sending to client.
* Liaising with clients for information gathering, and resolving concerns.
* Prepare accounts and present Financial Reports in accordance to Singapore Financial Reporting Standards.
* Prepare GST computation and F5 including pre-registration, exemptions and filing of errors.
* Administer client's payroll, using payroll software, and other expense disbursements and prepare Forms IR8A, IR8S and related appendices.
* Accounts payable processing for clients, from funding to disbursements.
* Monitors bank transactions, and prepare bank reconciliations and cash flow reports.

**SAN MIGUEL BREWERY INC.-** North GMA Operations

**Financial Analyst** (January 2007- July 2010)

* Managing Cash Funding Requirements of the Region’s Current Account.
* Review, audit & validation of Petty cash Vouchers & Payment Requests.
* Coordinates with subsidiaries, other units, suppliers & contractors
* Monitors compliance to Internal Revenue Requirements and local ordinances.
* Prepares Monthly Reconciliation Schedules & Analysis of Expense Accounts.
* Evaluation and Processing of Credit Applications.
* Consolidation Audit Deviations & Resolutions.
* Assist in the annual budget prepraation for the Region.

**ROBINSONS SUPERMARKET CORPORATION** Libis, Quezon City

Internal Auditor (December 2005- October 2006)

* Performed financial and compliance audit.
* Preparation of audit reports.
* Determining performance gaps and suggesting recommendations
* Have done various audits involving inventories, employee benefits, accounts receivable, cash and revolving funds

**Seminars and Trainings**

* Microsoft Navision October to December 2013

MSC Consulting

50 Raffles Place

Singapore 065093

* ACCPAC July 11-13, 2011

Boardroom Business Solutions Pte Ltd

50 Raffles Place

Singapore 065093

* Project Saturn – SAP Migration August 12-27, 2010

General Mills, Inc.

Kowloon, Hongkong

* Dynamics of Personal Effectiveness April 20-21, 2009

San Miguel Brewery Inc.

Polo Brewery, Valenzuela City

Philippines

* Information and Records Management March 26-27, 2008  
  San Miguel Brewery Inc.

Polo Brewery, Valenzuela City

* Fundamentals of IT Auditing September 13-15, 2006

Universal Robina Corporation  
Bagong-ilog, Pasig City

* Evaluating and Reporting Internal Control July 20-21, 2006

Institute of Internal Auditors  
Cityland Tower, Makati City

I hereby certify that the above information stated is true and correct.