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| **Certified Public Accountant** | **resume-pixresume-pixresume-pixresume-pixresume-pix** |

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| **CORE COMPETENCIES** |

A Certified Public Accountant, who undertakes complex assignments, meets tight deadlines and delivers above average performance and results. Able to create sustainable changes and actively involves in corporate social responsibility. High proficiency in Microsoft programs particularly MS Excel and experienced in SAP R3 Accounting System, Global Ice Box, Peachtree. With comprehensive experience in:

Inventory Accounting - Continuous Improvement - SOX Control Operations

Financial Services - Cost and Expense Accounting - Variance Analysis – Financial / Reporting Documentation - Process Analysis - Analytical Review - Test Controls – Management Services – Warehousing Management - Cost Allocation – Receivable Management – Philippine Tax Reporting and Compliance

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| **PROFESSIONAL BACKGROUND** |

**SHELL SHARED SERVICES ASIA B.V**

**SENIOR FINANCIAL ANALYST (Shell United Kingdom Oils and Fuels/ Shell Netherlands)**

March 4, 2013 – October 16, 2015

**Duties and Responsibilities:**

Responsible in monitoring inventory movements between the business and third party oil companies. Daily validation of oil and fuels movements scheduled in inventory tracking system against actual movements in System Applications (SAP) for Shell Depot, Shell Retail, Shell Pipeline and Third Party’s location as well as Airport Fuels supplied by Shell. Prepare monthly report for the submission of Statistical Oil Data for the Department of Energy and Climate Change in Shell United Kingdom. Provides KPI commentaries for late postings and identifies actions to be taken to avoid recurrence of the issue. Weekly engagement to business partners regarding inventory reports, controls and its impact. Assisting with the provision of expert input into process improvement projects and work flows. Assisting with other ad hoc financial and commercial task as required. Mentor and develop other Inventory Accountants.

* Resolved major issues in nomination and ticketing errors through close coordination with different parties such as Sustain and Improve, Supply and Distribution, Trading Operations, Contracts and Pricing Team, Invoice Creation and Settlement, Stock Valuation and Retail Billings which led to improvement of KPI
* Successful migration of ticketing exchange transactions from Netherlands to Manila, in which resulted to improved KPI.

**Process Metrics Delivery (Global KPI’s) – Drive top quartile operational excellence by supporting the business to deliver the Global KPI’s:**

* Performing trend analysis to assess performance and identify areas for improvement
* Performing RCA or supporting learning review and identify controllable and non-controllable causes and make recommendations
* Track metrics on a per team performance and provide trend analysis (weekly) of First time right, every time delivery of role - follow work instructions and in case of errors, perform a learning review in order to ensure no repeat in the future
* On target delivery of process KPI's and lead indicators that are assigned to your respective process area (lead indicators will be rolled out during the year)

**Continuous Improvement - Drive process excellence and the delivery of the Hydrocarbon improvement targets through:**

* Support the CI Ideas Log (with individual contribution of at least 2 pain points / improvement ideas for the year)
* Participate in assessment and chartering of improvement ideas in the Ideas Log through the Specialists Network
* Ensure on-time delivery of any committed projects for the year or Idea generation of at least two “Just Do it” process improvements per year
* Minimum awareness of Continuous Improvement activity (yellow belt knowledge)

**Controls Performance Delivery – Support the Hydrocarbon team to meet its control targets and thus ensure it operates an effective and efficient controls framework**

* Ensure awareness and follow the 10 I-pad rules
* Execute assigned RDS/FCM controls first time right, every time
* Attend relevant CCI/BCI deep dives together with providing initial business impact assessments.
* Further, review any applicable CCI’s from other teams to ensure learning’s are embedded within your own area

**RDMZ MOTOR SHOP**

**ACCOUNTANT/CONSULTANT (Part Time Job)**

January 6, 2014 to October 9, 2015

**Duties and Responsibilities:**

Responsible for the Company’s financial accounting, reporting and control activities, and ensure they are carried out efficiently, effectively and in line with best practices and acceptable controls.

**Financial Reporting**

* Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends.
* Prepares state quarterly and annual statements by assembling data.
* Complies with state and tax filing requirements by studying regulations; adhering to requirements; advising management on required actions; calculating quarterly estimated tax payments; assembling data for quarterly and annual tax filings.
* Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
* Provides financial advice by studying operational issues; applying financial principles and practices; developing recommendations.
* Prepares special reports by studying variances; preparing budgets; developing forecasts.
* Assist in overseeing the finance operations and its compliance with legal and regulatory requirements.

**JAKA INVESTMENTS CORPORATION (*JAKA Group of Companies)***

**INTERNAL AUDITOR *(Supervisory Level)***

January 26, 2011 – March 5, 2013

**Duties and Responsibilities:**

Compliance, Financial, Operational, Salesman and Warehouse Audit, Financial Ratios Analysis and Management Advisory Related Services:

* Prepares audit plan *(as to areas of coverage, audit mandays, and staff requirements),* for every audit engagement,monitor the proper and timely execution and completion of the same, and; update the audit program/procedure, as needed.
* Reviews organization’s activities to determine whether it is efficiently and effectively carrying out its function of controlling in accordance with management instructions, policies and procedures.
* Determines the adequacy and effectiveness of the system of internal controls in all areas of activities.
* Reviews the reliability and integrity of financial information and the means used to identify, measure, classify and report such information.
* Reviews the means of safeguarding assets and, as appropriate, verify the existence of such assets.
* Appraises the economy and efficiency with which resources are employed, identifies opportunities to improve operating performance and recommend solutions to problems, where appropriate.
* Reports to those members of management who should be informed, or who should take corrective action, the results of audit examination, the audit opinions formed and the recommendations made.
* Evaluates the plans or actions taken to correct reported conditions for satisfactory disposition of audit findings.
* Provides adequate follow-up to ensure that proper corrective action is taken and that it is effective.
* Conducts analysis of income statement and significant financial ratios with emphasis on profitability, solvency and liquidity. And provides recommendations to mitigate the noted implications based on the results of said analysis.
* Reviews cash, receivable and inventory management, as a useful tool in management decision making.

**HAUSLAND DEVELOPMENT CORPORATION**

COST ACCOUNTING STAFF

June 25, 2010 to August 2010

**Duties and Responsibilities:**

Encodes purchase order project budget per batch and per project. Checks and verifies receiving report attachments forwarded by purchasing department. Print individual purchase order query of suppliers per batch and per project. Stamp vouchers and all supporting documents “PAID” and “POSTED” and filing of vouchers.

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| **INDUSTRIES EXPOSED** |

* **SHELL SHARED SERVICES ASIA B.V.** *(Oil Manufacturing Company)Manage Hydrocarbon Inventory*
* **JAKA GROUP OF COMPANIES**

*Audit Engagements: Financial, Compliance and Operations, Salesman and Warehouse Audit, Financial Ratios Analysis, and Management Advisory Related Services.*

JAKA Distribution, Incorporated *(Distribution and Logistics Company)* - JAKA Equities Corporation *(Safety Match Manufacturing Company)* - Pacific Royal Basic Food, Incorporated *(Desiccated Coconut Manufacturing Industry)* - Materials Management and Services Division (*Purchasing & General Services Dept.*)

* **HAUSLAND DEVELOPMENT CORPORATION** *(Real Estate Industry) Cost Accounting and Payment of Payables*
* **RDMZ MOTOR SHOP** *(Service Industry) Preparation of Financial Statements and Tax Compliance*

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| **SEMINARS/TRAININGS** |

**Stakeholder Engagement – Core June 2015**

Makati

**Business Communication September 2014**

Makati

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| **EDUCATIONAL ATTAINMENT** |

GOVERNMENT EXAMINATION: **CPA Board Examination Passer**

**License #0134686**

October 2010

COLLEGE **: Angeles University Foundation (April 2009)**

**BS Accountancy**

2008-2009

: **Angeles University Foundation (April 2008)**

**BSBA Major in Finance and Management Accounting**

2004-2008

SECONDARY **: Holy Angel University (March 2004)**

2000 – 2004

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**Gulfjobseeker.com CV No:** **1517976**