ROSALINE

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A finance professional with ten years of work experience in a leading multinational oil and gas company. An executive with substantial experience and expertise in accounting, accounts receivable and payable administration, financial analysis, inventory management, and treasury functions. A team player and a dependable worker who is committed to deliver timely and accurate finance and business solutions. Able and willing to work with different people under diverse conditions. Computer savvy and proficient in Global SAP and Oracle financials.

**PROFESSIONAL EXPERIENCE**

**Shell Shared Asia B.V.***●***Philippines**

**August 2006- October 2016**

**Selected Key Accomplishments:**

* ***Traveled to Houston, Texas US from August 1 to December 19, 2015***as subject matter expert and trained the pricing analysts on how to interpret, input pricing and calculate complex formula pricesimpacting transaction of 1,000 bbls. per day of fuel products.
* **Completed Lean Six Sigma Greenbelt Projects (Certified):**

1. Efficiency project, released 3 out of 5 manpower,**benefit of $85,640 per annum**.
2. Contract Management project, first time right contract creation set **to 85% and eliminated late billing and settlements**due to contract issues

* ***Traveled to Europe from October to December 2009***as senior financial analyst trained and execute the contract and pricing activities back in Manila. Processed more than 5,000 contracts and pricing line items impacting transactions of **35 million euros per annum**.

**Team Manager** Billing and Settlements June 2014 – October 2016

Contributed to working capital management by ensuring disbursements are legitimate and are compliant with company policy and customer’s invoices are sent out to the customers on a timely manner.

* Supervised staff members handling processing of payment and billing invoices.
* Communicated team performance status and needs; provides monthly service level metrics details.
* Performed daily disbursement audit to ensure correct payment to vendors/suppliers.
* Performed Status of Account Reconciliation – Monthly Open Payables Report
* Reviewed and approved posting/clearing to Payables - Suspense Account
* Reviewed and approved Monthly Accrual entries.
* Ensured team adherence to fundamentals of accounting principles, policies and standards.

**Team Manager** Contracts and Pricing, January 2013 – June 2014

Managed the overall operational requirements and handle the data integrity of the contracts and prices in compliance to internal control operating procedures (SOX).

* Supervised the end to end contract and pricing set up activities
* Operated several internal controls with NO ineffective control findings.
* Reviewed and Approved adjusting entries to correct stock valuation.
* Reviewed pricing report for pre-Month end closing activities of Billing and Settlements
* Conducted cross-functional process sharing (end to end) to resolved long outstanding contracts, prices, billing and settlements issues.

**Assistant Team Manager** Contracts and Pricing, November 2009– December 2012

* Supervised team members processing contracts and pricing for Shell Netherlands, Belgium, and Luxembourg.
* Reviewed and released contracts in compliance with internal controls (SOX)
* Participated in the monthly operational and business partner engagements discussing issues, resolutions, and process improvements.

**Senior Financial Analyst** Stock Recording and Reconciliation August 2006 – October 2009

Provided consistent inventory analysis for various Shell Oil Products US terminal and pipeline locations on a daily/monthly basis. Execute work procedures and processes so that company transactions are recorded timely and accurately.

* Coordinated with onshore contacts to ensure movements in the inventory tracking system is entered in the system.
* Validatedscheduled movementsvs actual movements in the system (SAP).
* Ensured recording ofall sales and purchases movements in a timely manner.
* Recorded manual invoices
* Ensured all stock inventories are accurately stated in the system(SAP).
* Performed end of month inventory reconciliation.

**Philippine Seven Corporation● Philippines**

**October 2003 – August 2006**

**General Accounting Specialist**

* Handled financial statements analysis and reporting of all 7-11 stores in the Philippines.
* Evaluated the fixed operating budget, variance analysis, profit and loss report, and balance sheet accounts.
* Prepared and analyzed Gross Profit report.
* Analyzed Operating and Administrative expenses.

**Account Receivable Analyst**

* Supervised all postings to Account Receivables -suspense
* Managed monthly clearing of A/R suspense account
* Managed the accounts receivable including but not limited to reconciliation of accounts, collections, claims, managing AR inquiries and verification of discrepancies by obtaining and investigating information.

**KC Wonderland ● Philippines**

**April 2002 – December 2002**

**Treasury Assistant**

* Prepared daily cash position report.
* Prepared monthly statement of cash flow.
* Processed and released checks to supplier/vendor.
* Processed petty cash fund replenishment.
* Conducted quarterly audit of cashiering procedures.
* Handled several banking transactions e.g. funding, telegraphic transfer, etc.

**EDUCATION:**

**1998 to 2002 Bachelor of Science in Accountancy**

University of the East - Caloocan, Philippines