**RACHELE**

**RACHELE.348480@2freemail.com**

A Junior Team Lead/Supervisor Accountant with relevant years of working experience, extremely motivated and results-driven with exceptional leadership skills and with the background in Financial Analysis, Financial Statement Preparation, Cash Management, Budget and Financial Management as well as Payroll and logistics.

**AREAS OF EXPERIENCE**

SAP Bookkeeping Bank/GL Reconciliation OE (Operational Excellence)

MYOB Payroll Accounts Accrual Accounting MYOB Specialist

Blackline Tax Budget Reports

MS Office Financial Analysis Logistics/Inventory

**SKILLS AND STRENGTHS**

Team Player Proactive Fast Typing Speed Multi-Tasker

Self-Directed Fast Learner Complex Problem Solving Results-Oriented

**EDUCATION**

Degree in Bachelor of Science in Accountancy

Philippines School of Business Administration

April 2009

**PROFESSIONAL EXPERIENCE**

**Accenture, Inc – Philippines : Feb 2016 – Feb 2017**

**BPO**

**RTR Junior Team Lead/Supervisor – CL10 (Oil and Gas Industry)**

* Handle the Corporate Management accounting and Master Data team.
* Responsibilities include review of corporate accrual, CATS timewriting report, Purchase Requisition, Management PO Reports, Budget Reports and SAP Master Data request.
* Oversee the documentation and implementation of internal controls.
* Review all the journal entries and other transactions prepared by the team members.
* Monitor the completion of month end close activities to ensure all transactions are posted on a timely basis and with accuracy.
* Prepare reports for ramp up and month end close activities presented to the client management team.
* Discuss with the client the overall performance of the team.
* Participating in the month end functional meeting with the onshore reviewer.
* Conducts a monthly one on one/touch point with the team members.
* Handles various administrative tasks.
* Perform Financial Statement Analysis to determine client profitability and continuance (Vendor Due Diligence)

**Accenture, Inc – Philippines : Nov 2013 – Feb 2016**

**BPO**

**Junior Team Lead/Supervisor Cash and Banking – CL10 (Oil and Gas Industry)**

* Responsibilities include review of preliminary and final (Blackline) reconciliation for Cash and GL accounts, approval and posting of journal entries.
* Handling escalations and resolution of issues involving Cash/GL accounts and participating in the weekly functional meeting.
* Monitor the completion of month end close activities to ensure all transactions are posted on a timely basis and with accuracy.
* Oversee the documentation and implementation of internal controls.
* Conducts a monthly one on one with the team members.
* Handles various administrative tasks.
* **Being featured in the success story of the project. Consistent top performers and nominees for “A lister 4th quarter of 2013**

**Accenture, Inc – Philippines : Sept 2010 – Oct 2013**

**BPO**

**Senior Financial Analyst Cash and Banking – CL11 (Oil and Gas Industry)**

* Prepares journal entries for various Balance Sheet & Income Accounts.
* Prepares weekly and monthly reconciliations to ensure that book and bank balance are reconciled and all cash movements were accounted for.
* Executes control to make sure that entries recorded by other teams from different countries were fully supported and with proper authorization.
* Submits audited monthly reconciliation that forms part of the Financial Statement.
* Performs follow-up on open items through electronic mails and overseas calls to other teams and takes action plans to have these items recorded.
* Attends weekly calls with the client discussing action plans to be taken in order to clear transactions that remain unrecorded.
* Assisted trainings to the newbie and handles some adhoc tasks.

**RPG Distribution Services Inc. – Philippines : Nov 2009 – August 2010**

**Wholesale Distribution**

**IDS Documentation Clerk**

* Responsibilities include processing of sales invoices and various documents for the delivery.
* Maintained daily log of all inventories using Special Application tool designated for the company.
* Updating information into the data and inventory management system.
* Accurate and organized filing of paperwork related to inventory.
* Interacted with Sales team and warehousing team to check the available inventory balance ready for sale.
* Perform inventory count and receiving inventory in the system.
* Monitory the inventory balance.

**Sta. Lucia East Department Store – Philippines : Nov 2008 – July 2009**

**Retailer**

**Inventory Accounting Assistant**

* Efficiently prepared and maintained inventory report.
* Supervised and reconciled semi-annual physical count of inventory.
* Updating information into the data and inventory management system.
* Maintained daily log of all inventories using Special Application tool designated for the company.
* Preparation of journal entries for inventory, FOREX, and consumption of gift wrapping in the Department Store.
* Preparation of monthly tenant billings (concessionaire shares).

**SYSPRAC Inc - PHILIPPINES : Oct 2006 – May 2008**

**Auditing firm (includes Bookeeping and related accounting services)**

**Accounting Assistant and MYOB Specialist**

* Prepares the Financial Statement and other related reports for internal and audit purposes.
* Preparation of payroll and government mandated remittances.
* Preparation of monthly and quarterly VAT returns.
* Preparation of annual inventory listings.
* Assist in the preparation of various schedules for annual audit.
* Record and maintain books of accounts.
* Conduct MYOB training in the client site that includes full implementation and technical support.

**REFERENCE:**

Available upon request