**LAZARO**

**LAZARO.352377@2freemail.com**

**SUMMARY**

A skilled Accounting/Finance professional with more than 10 years of relevant experience in Accounting and Finance.

**HIGHLIGHTS**

* Group Consolidation
* Budget & Forecasting
* Financial Reporting
* Account Analysis & Reconciliation
* General Accounting
* Inter-Company Reconciliation
* Suppliers Reconciliation and Payment Processing

**EXPERIENCE**

 **General Accountant** *January 2011 – February 2017*

 **AMICO GROUP (Jeddah, KSA / Dubai, UAE)**

* ***Monthly Sales Review***: Coordinate with the different locations for their Monthly Sales achievements and forecasts; Validation of submitted Reports; Highlight significant variances and perform checking and verification; Submit Report to the President of Operations.
* ***Monthly Business Review*** : Prepare the Consolidated by-Business Unit Reports and submit Reports to the President of Business Development and respective BU Heads.
* ***Quarterly Performance Review*** : Coordinate with locations for their respective Quarterly P&L and Cash Flow reports; Validate Reports, highlight significant variances & request adjustments if necessary; Prepare the Group Consolidated P&L Cash Flow Report and submit to the Chief Financial Officer.
* ***Annual Operations Planning (Annual Budgeting)*** : Coordinate with the Business Unit Heads for the updated Product List and Budget Guidelines for the incoming year; Prepare the budget template (by Country & by BU), with respective sheets for the Operational P&L, Sales/Marketing/Employee Cost/Administration Cost Budget & Working Capital Budget; Distribute the templates to the Country Managers, continuously coordinate with them and provide support; Liase and coordinates with the Directors for the Corporate Budget; Prepares Group Consolidated Budget Report; Submit Reports to Senior Management.
* Prepares Ad-Hoc Financial Reports for the President of Operations, President of Business Development, Chief Financial Officer, Chief Financial Planning Officer and BDD/BDMs.
* Prepares Ad-Hoc Financial Reports for the Regional Manager-KSA/Bahrain and Area Managers-KSA Western, Central and Eastern Regions.
* Worked with a Team for the implementation of the SAP BPC Module - Tasks performed includes: Provided inputs in the design of the Module; Performed Test Runs and Validations; Preparation of User Modules; Serves as Support to the different locations during the roll-out; and Product and Supplier Mappings.
* ***Inter-Company Reconciliatios*** : Prepares Monthly Inter-Company Reconciliation; Prepare necessary adjustments; and Coordinate with the locations for reconciling items and required adjustments.
* ***Supplier's Reconciliation and Payment Processing*** : Validation of Suppliers Invoices and coordination with the Materials Group for issues or concerns; Prepare Suppliers Reconciliation; Prepares payments to Suppliers.
* ***Letter of Credit/Bank Guarantees*** : Prepare applications for Letter of Credit/Bank Guarantees for submission to the Bank; Coordination with the Bank for the approvals and release of requested LC's and Bank Guarantees.
* ***Goods Receipt Posting*** : Validate Supplier's Invoices received for Posting; Verify and assign related Customs/Freight charges, Insurance and Bank Charges; Post Good Receipts in SAP.

**GL Accountant** *November 2007 – December 2010*

**EMERSON NETWORK POWER (Rosario, Cavite / Santa Rosa, Laguna**)

* Hyperion Financial Reporting via Hyperion Financial Management (HFM)
* Preparation of Month-End Closing Adjustments
* Preparation of Monthly Revenue Analysis
* Preparation of Monthly Productivity Reports
* Checking, Verification and Approvals of Purchase Requests
* Team Lead - Annual Physical Inventory Count

**TRAININGS**

* Hyperion Financial Management (January 2008, Hong Kong)
* Business Objects (June 2009, Manila)

**EDUCATION**

 Bachelor of Science in Accountancy

 October 1998

 Divine Word College

 Laoag City, Ilocos Norte, Philippines

**OTHER SKILLS & ATTRIBUTES**

* Proficient in BPC (Business Planning & Consolidation)
* Proficient in SAP
* Proficient in Business Objects
* With experience in Hyperion Financial Management and Oracle
* With Advance Skills in Excel
* Proficient in Powerpoint and MS Word

**PERSONAL INFORMATION**

* Born on December 17, 1976, in Philippines
* Married, with 2 Children
* Proficient in English and Filipino, speaks and understands basic Arabic