**PAUL GREGORY**

Email: [paulgregory.370297@2freemail.com](mailto:paulgregory.370297@2freemail.com)



Dear Sir/Madam:

I am writing to apply for a position with your company in the Accounting/Auditing function. After going through the job description, I believe I am a solid candidate for the job due to my extensive experience in one of the Big 4 auditing firms.

I am highly organized and dedicated with positive attitude, hardworking and flexible on every assigned task, adaptable in any environment and willing to work under pressure. My commitment to be successful in this profession can be measured from the fact that I am a holder of Certified Public Accountant license, and actively pursuing Certified Internal Auditor certification.

As indicated in my resume, I have graduated with a Bachelor’s Degree in Accountancy, cum laude, from San Beda College – Manila, Philippines. With 3 years of experience, I have gained an extensive insight on external audit, internal audit (internal control reviews), agreed-upon procedures, and SOX Compliance Testing. With these, I believe I will be a valuable asset to your company where I can share my ideas and be open to new insights inherent in your working environment.

During the course of my career where I started as a team member and eventually, a team leader, I have gained strong analytical and communication skills, time management, decision making, sound professional judgment, attitude of professional skepticism, and consistent track record of exceeding the expectations of my superior in the last two performance appraisal.

Please see my attached resume for additional details regarding my professional experience. It is my sincere intention to have a time to discuss how my skills and responsibility will meet the needs of your company. I am looking forward to meeting and discussing with you regarding possible job opportunities.

Thank you for your time and consideration.

Sincerely,

Paul Gregory

**Paul Gregory**

Certified Public Accountant

[Paulgregory.370297@2freemail.com](mailto:Paulgregory.370297@2freemail.com)

Membership:

*Philippine Institute of Certified Public Accountants*

*Institute of Internal Auditors – Philippines*



**BACKGROUND**

As part of audit/assurance and review engagements in Power and Professional Services Industries, Paul was exposed to the various audit procedures for balance sheet and income and expense accounts. With these exposures, he became familiar with the basic auditing process such as walkthrough, test of controls, substantive procedures, analytical procedures, and financial statement preparation.

As a Risk Consultant, he was exposed to internal controls and flow of typical business processes. He led various business process review/reengineering engagements in mining, construction (supplier of heavy equipment), shared service, and real estate developer. He handled various core business processes particularly financial statements close process, purchase-to-pay, inventory management, order-to-cash, and treasury process.

**SKILLS & QUALIFICATIONS**

Certified Public Accountant

Working towards Certified Internal Auditor (CIA) certification

Strong analytical and English communication skills

Proficient at application of Microsoft Office (Word, Excel, Visio, Outlook, and PowerPoint)

Hardworking and flexible on every assigned task

Adaptable in any environment and is willing to work under pressure  
Highly organized and dedicated with positive attitude

**CORE COMPETENCIES**

|  |  |
| --- | --- |
| Financial Audit  Engagement Management | Business Process Review |
| Knowledgeable in Financial Statement Preparation | Operational and Financial Analytics |
| Risks and Internal Control | Sarbanes-Oxley Act Compliance |
|  |  |
| **PROFESSIONAL EXPERIENCE** |  |

*EY- Philippines | SyCip Gorres Velayo & Co. (SGV & Co.)*

SENIOR ASSOCIATE, Assurance and Risk Advisory

*November 2013 - November 2016*

**Team Member***Financial Statement Audit | Power and Utilities; Professional Services*

* Performed walkthrough procedures of various business processes as part of understanding the business
  + Performed test of control, and substantive procedures
  + Performed overall analytical procedures/analysis to detect possible unusual/unexpected relationships
  + Identified and communicated accounting and auditing matters to seniors and managers
  + Proposed adjusting journal entries and discussed audit findings with clients
  + Assisted in preparing the management letter and recommendations
  + Prepared financial statements

**Team Lead/Member**

*Business Process Review | Mining, Distributor, Shared Service, Construction, Real Estate Developer*

* + Reviewed the output of junior auditors
  + Handled major business process such as Purchase to Pay, Financial Statement Closing Process, Inventory Management, Order to cash, and Treasury
  + Identified risk areas and conducted understanding, assessment and evaluation of the design effectiveness of internal controls
  + Prepared/reviewed detailed process flowcharts
  + Reviewed the completeness and adequacy of junior auditor’s documentation
  + Conducted gap analysis and documented observations and findings with recommendations based on leading practices
  + Discussed issues noted and recommendations with process owners and management

**Team Lead/Member**

*IA - Sarbanes Oxley Act (SOX) 404 Testing | Fast Moving Consumer Goods, Shared Service*

* + Performed high-level walkthrough
  + Performed testing on the adequacy, design and operating effectiveness of the controls
  + Discussed issues noted

**Other Engagements**

**Team Member**

*Financial Statement Audit (EY Counterpart – Australian Market)*

* + Assisted EY counterpart in providing Financial Statements Reviews
  + Performed audit procedures
  + Communicated with EY counterpart for instructions

**Team Lead**

*Internal Audit Assistance (EY Counterpart – Australian Market)*

* + Reviewed output of junior auditor

**Team Lead**

*Agreed-Upon Procedure | Fast Moving Consumer Goods Distributor*

* + Led a group of approximately 20 junior auditors dispersed in various places of a certain Philippine region for a nation-wide inventory count

**EDUCATION**

**San Beda College, Manila**

Bachelor of Science in Accountancy, 2013

*Cum Laude*

**TRAININGS AND SEMINARS**

**Relevant Trainings in SGV & Co., EY-Philippines:**

**Risk 101 Advisory**

Introduction of key concepts around understanding advisory and business process including introduction to risk and controls, data analytics, segregation of duties concept, basic IT concepts, internal audit concepts, fraud awareness and introduction to business writing.

**ASSR 201-202 Intermediate Staff Program**

Training course on audit sampling, performing analytical procedures, introduction to data analysis including journal entry testing and understanding the business and IT complexity transactions.

**ASSR 101-102 New Staff Program**

Training course on audit procedures including performing walkthroughs and test of controls, performing substantive procedures, describing four phases of the EY/SGV audit process and on using the EY Global Audit Methodology: GAMx and GAMx-SA.