## 

## Clinton

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## PERSONAL INFORMATION

## Age: 34

## Birthday: April 5, 1983

## Birthplace: Tacloban City

## Gender: Male

## Height: 5’4

## Citizenship: Filipino

## Languages: English and Filipino

## EDUCATION Tertiary: Cum Laude

Bachelor of Science in Accountancy

St. Paul’s Business School

March 2005

**Secondary**: Valedictorian

Tolosa National High School

April 2000

**Elementary**:1st Honorable Mention

Daniel Z. Romualdez Memorial Elementary School

April 1996  
  
**TRAININGS AND SEMINARS**

ESSA (Eliminate. Simplify. Standardize. Automate)

Chevron Holdings, Inc.

August 2013

Entrepreneurship Seminar

PUP Graduate School Manila September 2010

Signature Verification and Counterfeit Detection

RCBC Makati City – May 2007

**SKILLS:** SAP, Ariba, SOX, MS Excel

**CAREER OBJECTIVE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To contribute and impart diverse experience in accounting and finance, enhance decision-making and analytical skills, enrich emotionalintelligence and leadership skills that would support organizational capability and growth opportunities.

**SUMMARY OF QUALIFICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Eleven years of substantial accounting experience in multinational companies and diverse industries such as bank, oil & energy and healthcare. My key competencies are Accounts Payable, Process Migration project, Cash Accounting, Accounts Reconciliation, Bank Reconciliation, Intercompany accounting and treasury operation functions.

**PROFESSIONAL EXPERIENCE**

**Position: Accounts Payable Supervisor**

**Company: Fresenius Medical Care**

**Period: July 2016 to July 2017**

DUTIES AND RESPONSIBILITIES

* Successful shadowing and migration of Accounts Payable end-to-end processes (invoice processing, travel and expense claims, vendor master and payments) to the shared service center in Manila.
* Established a back-up system in the team to strengthen organizational capability.
* Spearheaded the Psinova (an SAP integrated system) Report project implementation in coordination with IT department for an easy reporting generation of invoice processors.
* Spearheaded the Psinova enhancement project in coordination with IT department. Identifying the needs of Finance and incorporate in the system and getting update by conducting weekly conference call.
* Provided coaching and feedback to teammates and evaluate their performances by conducting a real talk session.
* SAP Profiling project - analysis of the P2P SAP access and providing recommendation on whether to retain or remove their access in adherence to the policy on Segregation of Duties.
* Resolution of system and process issues by coordinating and involving the right people.
* Created a template for the intercompany process that reduced processing time for the process owner.
* Involved in the SAP re-implementation project for Philippine business unit and cleanup of GRIR accounts and other suspense accounts. Follow through with the IT department on the remaining issues and conducting meetings with the local counterpart for updates and decision-making.
* Review of payment proposal before uploading to the bank system.
* Supervisor approval of Non-PO invoices in Psinova (SAP).
* Supervisor approval of vendor creation in SAP.
* Supervisor approval of the ticketing system K2 for payment, invoice processing, vendor creation requests.
* Generate and prepare KPI report.
* Organize payments to vendor and employee accounts.
* To process invoice as support to teammates whenever necessary.
* Knowledge on India withholding tax policy to be aligned with invoice processing applicability.
* Promote rest and recreation activities to foster teamwork and camaraderie within P2P department.
* Other administrative and supervisory roles designated by the Manager.

**Position: Accountant (Payments Analyst)**

**Company: Chevron Holdings, Inc.**

**Period: May 2015 to July 2016**

DUTIES AND RESPONSIBILITIES

* Timely and accurate handling of SAP automated payment runs.
* Monitor the daily payment program/process for SAP (PC1& PC3) clients.
* Timely coordination or escalation of payment related issues (i.e., system slow response or any payment run errors) to SAP Support, Treasury and/or in-country finance to ensure resolution of issues prior to payment file transmission to bank.
* Timely resolution of payment rejection to prevent penalties.
* Timely and accurate performance of day-end reconciliation for automatic payment runs.
* Accurate and on time submission of funding requirements to Treasury.
* Timely and accurate review of the 1MM and above duplicate payment review prior to payment run
* Timely and accurate handling of all “ready-to-pay” manual payment requests before the agreed payment due date with the vendor except those transactions with valid urgent payment requirements.
* Monthly accounts reconciliation for vendor accounts is handled timely.
* Increasing responsibility by handling payment processes for UK entities.
* Overall back up (support) of the Payments team for UK, North America and Asia Pacific payment processes.
* User Acceptance Testing (UAT) for Asia Pacific payment process enhancement.

**Position: Accountant (Process Migration Project & Invoice Processing)**

**Company: Chevron Holdings, Inc.**

**Period: June 2014 to May 2015**

DUTIES AND RESPONSIBILITIES

* Responsible for shadowing and migration of Accounts Payable processes (invoice processing function) to shared service center.
* Conducted training and knowledge sharing session with new colleagues on the recently migrated process.
* As subject matter expert, consistently provides assistance and supervision to new colleagues during soft go-live and go-live.
* Performs basic invoice compliance check.
* Processes invoice receipt entry and credit memo entry in SAP.
* Submits invoices to ARIBA e-procurement site.
* Monitors status of invoices to ensure payment on time.
* Handling of the group mailbox and provides resolution to various issues escalated from the business unit and vendors.
* Performs various month-end activities relevant for both financial reporting (cost allocation).
* Timely and accurate handling of Canada Withholding Tax remittance and reporting to Canada Revenue Agency.
* Accounts reconciliation for tax payable is handled timely.
* Manual clearing of manually initiated payments.
* Month-end closing activities.

**Position: Accountant (Intercompany, Cash Application & Bank Reconciliation)**

**Company: Chevron Holdings, Inc.**

**Period: March 2013 to May 2014**

DUTIES AND RESPONSIBILITIES

* Processes the cash call SAP entries for Non-Operated Joint Venture and coordinates for payment.
* Handles SAP booking of incoming intercompany transmittal/invoices and prepares the outgoing intercompany invoices.
* Prepares the intercompany balances for cash settlement and/or for realignment entries.
* Performs booking of cash transactions (inflows and outflows).
* Accurate handling of bank reconciliation.
* Handling of accounts reconciliation for intercompany accounts and suspense accounts.
* Prepares foreign currency transactions to be traded by Treasury, perform booking of liability and organize necessary requirements for payments.
* Performs month-end close activities ensuring all intercompany and cash transactions are posted.

**Position: Accountant (Invoice Processing Analyst)**

**Company: Chevron Holdings, Inc.**

**Period: February 2011 to February 2013**

DUTIES AND RESPONSIBILITIES

* Deals with various contact persons (Requisition Specialists, buying team, etc.) of Chevron Upstream Europe business unit and third party vendors.
* Performs basic compliance checks on invoices (UK, Denmark and Norway).
* Processes invoice receipt entry and credit memo entry in SAP via ARIBA e-procurement site
* Monitors status of invoices to ensure payment on time.
* Resolves various issues escalated from the business unit and vendors.
* Handles remit-to vendor account creation, revision and extension (Pay-To Account)
* Reconciliation of revaluation and discount related accounts.
* Handles posting and clearing of transactions of UK employee’s procurement card.
* Manual clearing of manually initiated payments.

**Position: Accountant (Cash Application & Bank Reconciliation)**

**Company: Chevron Holdings, Inc.**

**Period: November 2007 to January 2011**

DUTIES AND RESPONSIBILITIES

* Handles daily cash checking of Singapore Caltex Retail Station’s sales (book versus bank).
* Performs matching of credit card and starcard sales transaction.
* Uploads to SAP the daily wetstock sales.
* Resolution of differences noted during the matching (email to Station Managers for investigation) and proposes adjusting entries for upload to SAP.
* Bank Reconciliation for cash accounts and Starcard Reconciliation (SGD and USD) and sends trace and escalation for long outstanding open items.
* Send required reports to Local Finance as per service level agreement.
* Performs month-end close activities.
* Back up for Singapore Key Accountant

**Position: Treasury Assistant**

**Company: Rizal Commercial Banking Corporation**

**Period: August 2006 to November 2007**

DUTIES AND RESPONSIBILITIES

* Processing Government Securities transactions such as coupon interest payment and maturity (balancing and journal entry)
* Accomplish documents requirements of Central Bank and Bureau of Treasury (e.g., money market report and interbank report)
* Preparation of confirmation of sale and purchase.
* Does the mark-to-market rates of existing securities (get rates in Bloomberg and input to OPICS for system processing)
* Processes Dollar-Peso transactions through payment versus payment
* Processing the buying and selling of securities through electronic Telerate dealing system to BTr ROSS
* Debit and credit client’s account through online system
* Balances treasury accounts (accounting schedule vs. system)
* Client interaction thru phone confirmation of transactions and when client comes to office to personally transact.

I hereby certify that the information given above is true and correct to the best of my knowledge.