**JERALD**

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**Record to Report| Finance & Accounts | Account Reconciliation | SOX/Internal Control Compliance| Staff/Team Supervision**

***Location Preference:*** *Dubai / Abu Dhabi*

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| **KEY SKILLS**  **Finance & Accounts**  **SAP/GSAP/XERO**  **General Ledger/Accounts Reconciliation**  **Account Finalization**  **Cost Accounting**  **Internal Control**  **Financial Statements**  **Training & Development**  **Process Enhancement** | **PROFILE SUMMARY**   * A competent professionalwith more than 6 years of experience in **Accounting (Invoices/online payment and recon),** **Finance & Accounts, Accounts Reconciliation, Internal Control and ERP System** * Skilled in managing **finance & accounts activities** encompassing finalization of accounts, fund accounting, & settlement of payments in coordination with all stakeholders (internal & external) * Proficient in conducting financial analysis, preparing MIS reports and implementing systems for operational effectiveness * Proficient in testing key financial controls identified in **Sarbanes Oxley (SOX)** assessments on an on-going basis and ensured that any deficiencies noted were remediated and retested * Proven acumen in bank reconciliation, account finalization, preparation of various reports, preparation of financial statement, trial balance, profit & loss account and balance sheet * Efficient in presenting a true & fair view on economic position of the organization by preparing books of accounts to analyse the expenditure regularly * Comprehensive knowledge of audit, accounting and system application product (SAP)/GSAP; functioned as a Technical Trainer (Learning and Development) – Inventory Reconciliation SAP Process * Accomplished, ambitious and dedicated professional with honed interpersonal, communication and negotiation skills * Effective accounting management of 5 companies/outsource accounting clients businesses of Construction, Manufacturing/e-Commerce, fund management, consultancy, project/film/advertising and professional coaching |

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**ORGANISATIONAL EXPERIENCE**

**Sept’15 – Present: Legends Accounting Services as Accounts Supervisor/Assistant Manager**

**Role:**

* Supervising process on accounting/bookkeeping, maintaining accounts and general ledgers for multiple local/multinational companies (5 to 6 clients)
* Supervising 3 to 4 junior staff for accounting service delivery, client communications and training
* Keeping all accounts up to date and produce P&L, Balance Sheet, Cash Flows, Bank Reconciliation, monthly KPIs/Management Report and other monthly reports using Xero Accounting Software
* Planning, executing and delivering on time to meet accounting client deadlines
* Responsible for Sales invoices/purchases, receivables and payable updates and resolving issues that may arise
* Adherence to company policies and strict compliance to client reporting deadlines
* Setting up meeting/calls with client counterpart to resolve accounting issues
* Organization of documents as per company and client policy
* Handling and managing clients on industries like Construction/Contracting; Professional Services; Professional Consulting; Video/TV/Film Production; Fund Management; and Manufacturing/e-Commerce of Custom-made Suits

**Feb’15 – Jul’15: JP Morgan Chase and Co., Philippines as Team Leader/Fund Accounting Specialist – Financial Reporting Sydney (Team Leader Level)**

**Role:**

* Preparation of audit package, distribution/taxable income, financial statements and any other deliverables
* Monitoring and ensuring that the deliverables under clients are signed off within third party SLAs
* Collaboration with Sydney FA through emails and calls for issue resolution/remediation
* Assisting junior staffs for queries and issue resolution

**Nov’11 – Nov’14: Shell Business Service Center, Manila as Analyst - Manage HC Inventory (Senior Level)**

**Role:**

* Entrusted with the responsibility of:
* Stock recording/reconciliation, costing/valuation and variance analysis
* Monthly reporting to business partners on KPI
* Supervising inventory movements of different depots/plants
* Applying SOX controls
* Updated all massive movements related to sales, purchases and plant transfers into SAP
* Validated data and ensured completeness & accuracy of the inventory loaded and discharged at plants/depots
* Addressed and resolved any backlog reconciliation issues; suggested recommendations to streamline the process and shared best practices
* Ensured stocks are correctly recorded/reconciled and valued at lower of cost (FIFO) or NRV (IFRS compliance) and at LIFO valuation for US entities (US GAAP compliance)
* Managed:
* Manual journal entries with direct impact to financial statements
* Refinery stock valuation and performance reporting

**Feb’11 – Aug’11: Pepsi Cola Products Philippines as Senior Internal Auditor**

**Role:**

* Apply and uphold the Internal Auditors’ Code of Ethics
* Plan, implement and execute of audit engagement within reasonable time
* Identification of audit and accounting issues in order to improve the company’s operations and system of internal control, governance process and risk management
* Organize and prepare audit reports/working papers for documentation
* To be updated/familiar with the local and international auditing standards, accounting principles, and regulatory standards and the company’s policies and procedures
* Maintain rapport with the entire team to sustain the productive working environment

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* Maintain rapport with the auditee (audit client) in order to attain/achieve business objective during audit activity and to sustain credibility of the audit function

**Nov’09 – Jan’11: RSM Alas, Oplas and Co., CPAs, Manila as Technical/Audit In-charge**

**Role:**

* Preparation/presentation and review of financial statements as per International Financial Reporting Standards (IFRS) and IFRS for small and medium entities
* Ensure adherence to firm's procedures and policies
* Analysis of financial and accounting records, other documents and performed controls test on certain processes or procedures
* Managing inventory counts and audit fieldworks

**ACCOMPLISHMENTS AND ACHIEVEMENTS**

* Organized/conducted the Process Sharing on Stock Recording/Reconciliation SOX Controls at Shell Business Service Center Manila attended by 50 finance staff and management team
* Implemented GSAP paperless recording and reconciliation for company’s cost saving
* Involved in initial requirement gathering for the implementation of SAP to GSAP at Shell Business Service Center Manila; functioned as key trainer for GSAP R3
* Improved the KPI of month-end process (inventory accounting) from RED to GREEN through business partners engagement and issue resolution
* Awarded as employee of the month for managing clients efficiently and effectively without management interference
* Stabilization of accounting for clients through proper and complete documentation and backlog reconciliation

**TRAININGS**

* Advance Excel Training from Informatics Computer Institute, Manila in Feb’15

**ACADEMIC DETAILS**

**2008** Bachelor of Science in Accountancy, Graduated Cum Laude/Consistent Dean’s Lister/Academic Scholar from University of Negros Occidental-Recoletos, Philippines

**Others:**

* Canadian Diploma in International Financial Reporting Standards conferred by Institute of Accounting Technicians, **2009**