

PAOLO SANTOS

CONTACT INFORMATION

- ✉ paolosantoscpa@gmail.com
- 📞 09151468868
- 📍 Makati City, Philippines
- 🌐 [linkedin.com/in/paolo-santos-/](https://www.linkedin.com/in/paolo-santos-/)

PROFILE

An enthusiastic and service-driven professional with 6+ years of work experience in financial services and analysis. Equipped with extensive knowledge on accounting principles as well as financial data research and analysis to support the business' operations. A competent and organized worker with a good track record of quality rating and is known for delivering high standard output.

SKILLS AND COMPETENCIES

- 6+ years of practical experience with financial data with focus on research, analysis, and reporting
- Proficient in Microsoft applications (Excel, Word, PowerPoint, Outlook)
- Basic SQL querying knowledge and experience
- Comprehensive accounting and financial knowledge
- Computer literate (software and hardware)
- Project management experience
- Has experience with Confluence and JIRA

WORK EXPERIENCE

MARKET DATA SERVICES SENIOR SPECIALIST • FactSet Philippines, Inc. | April 2021 – Present

MARKET DATA SERVICES SPECIALIST • FactSet Philippines, Inc. | January 2018 – March 2021

- Handling complex client and internal projects
- Handling tasks related to the access administration and usage reporting of equity, index, funds, news, and other financial data to ensure the compliance with existing agreements and regulations.
- Supporting the monthly third-party source reporting and preparing of reports for the accounting department
- Handling data related incidents within the company incident process
- Performing different analysis tasks, performing, and building SQL queries
- Close working relationship with the team based in Germany and colleagues from other internal groups such as Sales, Finance, and Development based on different locations in Europe and the US.

SENIOR RESEARCH ANALYST • FactSet Philippines, Inc. | September 2016 – January 2018

RESEARCH ANALYST • FactSet Philippines, Inc. | December 2014 – September 2016

- Collected, analyzed, and verified financial information from corporate regulatory filings (profit/loss statements, balance sheets, etc. and a variety of other sources for inclusion in FactSet's database of segment financial data
- Was responsible for all content maintenance, including updating existing information, adding new companies, executing quality assurance procedures, and resolving data accuracy issues.
- Monitored the progress of projects.
- Supported the team by providing expert advice on challenging cases.

ACCOUNTING INTERN • Davies Technical Solutions, Inc. | April 2013 – June 2013

- Performed clerical tasks related to accounting such as payroll, bank reconciliation, tax processing, and issuing checks.
- Entered journal and ledger transactions into the ERP system.

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTANCY

Adamson University
Manila, Philippines
2010 – 2014