

Paolo Santos

Accountant and Financial Services Professional

An enthusiastic and service-driven professional with 7+ years of work experience in financial analysis and services. Extensive knowledge on accounting principles as well as financial data research and analysis as support for the business' operations. Has a good track record of quality rating and is known for delivering high standard output.

CONTACT INFO

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SKILLS

- 7+ years of practical experience with data with focus on research, analysis, and reporting
- Proficient in Microsoft applications (Excel, Word, PowerPoint, Outlook)
- Basic SQL knowledge and experience
- Comprehensive accounting and financial knowledge
- Computer literate (software and hardware)
- Project management
- 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
- Managing the Market Data Services team in the Philippines by performing administrative tasks, onboarding, and support in the daily business operations
- 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*

- Cooperated and collaborated with Team Leaders in the respective industry group to maintain industry content accuracy, consistency, and quality as well as to identify and implement opportunities for quality and productivity improvement.
- Collected, analyzed, and verified information from corporate regulatory filings 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