



## PROFILE

An individual who works wisely, career-oriented and has pleasing personality.

## PERSONAL INFORMATION

Age : 25 Years Old  
Birth date : February 08, 1996  
Height : 5'1"  
Weight : 165.35 lbs  
Citizenship : Filipino  
Civil Status : Single  
Language Spoken : English, Iloco & Filipino

## EDUCATIONAL BACKGROUND

TERTIARY: 2018 - 2019  
NORTHWESTERN UNIVERSITY  
College of Business Education  
*Bachelor of Science in Accountancy*

TERTIARY: 2012 - 2016  
MARIANO MARCOS STATE UNIVERSITY  
College of Business, Economics and Accountancy  
*Bachelor of Science in Accounting Technology*

SECONDARY: 2008-2012  
LUZONG NATIONAL HIGH SCHOOL  
*With Honors*

ELEMENTARY: 2002- 2008  
PAGUDPUD CENTRAL ELEMENTARY SCHOOL  
*With Honors*

## SUMMARY OF QUALIFICATIONS

- Excellent Oral and Written Communication Skills
- Sound Knowledge of Management, Accounting and multiple Accounting Systems:
  - ✓ Visual Basic
  - ✓ Quickbooks
  - ✓ JDE
  - ✓ Hyperion
  - ✓ Oracle
  - ✓ MRI
- Efficient in Microsoft Word, Excel, Powerpoint
- Forecasting and Budgeting
- Variance analysis and investigation
- Able to work at night
- Can work and manage a team efficiently
- Exposed and collaborate with variety of – personality

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

**LYKA ANGELINE M. MORENO**

**Applicant**

# LYKA ANGELINE M. MORENO

Brgy. #13 Aggasi Pagudpud, Ilocos Norte

+639369169883; lykaangelinemoreno08@gmail.com

## CAREER OBJECTIVES

To expand and enhance my knowledge, expertise and skills specially in business administration, for which I can be beneficial to an organization in achieving its mission and vision, as well as to gain professional experience that would lead to the growth of my career and achieve greater excellence to become a competent professional.

## AFFILIATION/ ORGANIZATION

- National Federation- Junior Philippine Institute of Accountants, 2012-2019
- Master in Management Student's Association – Treasurer, 2017-2018
- National Institute of Accounting Technicians , 2012-2016
- MMSU Varsity Team, 2013-2016

## TRAININGS. WORKSHOPS AND SEMINARS ATTENDED

- Project Management Essentials, Accenture Philippines, June 9,2019
- Regional NFJPIA Forum, NF Junior Philippine Institute of Accountants, Feb 2019
- Operational Excellence Basics, Accenture Philippines , May 2017

## AWARDS and RECOGNITIONS

- Certificate of Completion- Registered Cost Accountant (CAT Level2)  
National Institute of Accounting Technician, 2016
- Certificate of Completion- Certified Bookkeepers (CAT Level 1)  
National Institute of Accounting Technician, 2016
- Leadership Award, Student Council Treasurer- MMSU CBEA, 2016
- Certificate of Commendation-Sports, Mariano Marcos State University, 2016
- Certificate of Eligibility-Professional Level, Civil Service Commission, 2015
- Certificate in Accounting Technology, Mariano Marcos State University, 2015
- Leadership Award, CLAW President- MMSU, 2015

## WORK EXPERIENCES

**Citibank, ROHQ (Jan '20 – Present)**  
Citi Plaza, 34<sup>th</sup> St. cor Lane D, BGC, Taguig City  
*Financial Reporting Analyst*

### Achievements:

- ✦ Citi Gratitude Gold Awardee – May 2021 (Works as a Partner)
- ✦ Citi Gratitude Silver Awardee – April 2021 (Delivers Results)
- ✦ March 2021 Employee of the Month
- ✦ Citi Gratitude Copper Awardee – Feb 2021 (Stretch Special Assignment Performer)
- ✦ Citi Gratitude Copper Awardee – Dec 2021 (Works as a Partner)
- ✦ Citi Gratitude Bronze Awardee – Sep 2021 (Stretch Special Assignment Performer)
- ✦ Citi Gratitude Gold Awardee – Aug 2021 (Project Migration Management Champion)

### Responsibilities:

- ✦ Data Mappings & Data Management – manage financial data using financial reporting tools to make analysis for business use
- ✦ Responsible for reconciliation of bank accounts, various clearing and in-process general ledger accounts.
- ✦ Prepares journal entries, check requests, wire transfers and/or escheatment filings.
- ✦ Reconciles GL balance sheet accounts to various systems.
- ✦ Researches financial transactions and analysis of account trends.
- ✦ Interacts, communicates and advises third party vendors.
- ✦ Participates in project management initiatives, prepares schedules for management review.
- ✦ Researches and clears any unreconciled differences through communication with both inside and outside sources, and recommend any new procedures to correct the reconciliation problems.
- ✦ Assists management in projects on the development of accounting controls for any new programs or processes.
- ✦ Analyzes daily and monthend FX rates

### Accenture, Ltd. (Nov '16 – Jan '20)

Tower 3, Uptown, BGC, Taguig City  
San Francisco, San Nicolas, Ilocos Norte  
*Transaction Processing New Associate/ General Accounting Analyst*

### Achievements:

- ✦ Handled 3 Projects – Real State Business, Insurance and Oil Industry
- ✦ Consistent Top Performer earning more than 90% in knowledge transfers and monthly scorecards
- ✦ Lead for Great Place to Work Initiatives

### Responsibilities:

- ✦ Performs and reviews month end close activities
- ✦ Handles bank and account/BS reconciliations and monthly reports
- ✦ Records and maintains daily bank and IC CIT related transactions
- ✦ Able to perform process transition or knowledge transfer
- ✦ Computation and booking of manual journal entries
- ✦ Updates processes and desktop procedures
- ✦ Communicates with the client and other parties in relation to processed activities and solving issues
- ✦ Actively seeks opportunities for Continuous Improvement initiatives in cooperation with Supervisor
- ✦ Perform data entry and research in various tools. Apply knowledge of processes and related systems to assist in identifying, assessing and resolving issues/problems. Assess and resolve standard and nonstandard issues or problems.

## CHARACTER REFERENCES

**Dr. Angelina Abrojena, CPA**  
Dean – [+63] 928 241 1826  
*Mariano Marcos State University - College of Business, Economics and Accountancy*

**Jamella G. Arbues**  
Service Delivery Ops Senior Analyst – [+63] 998 843 5750  
Accenture, Ltd. , Uptown – BGC

**Cherry Fe S. Baclig, CPA**  
Audit Partner – [+63] 995 980 4128  
*C. F. Tax and Solutions Services, Quezon City*