



**Cezar Alvaro S. Mangalino II**  
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### ABOUT ME

Highly organized and diligent professional drawing upon more than years of experience in accounting and finance to contribute to smooth and productive operations. Collaborate cross-functionally across organizational levels to build consensus, track benchmark achievement, and troubleshoot emerging issues.

#### Personal Information:

**Age:** 28 years' old  
**Date of Birth:** August 7, 1993  
**Civil Status:** Single  
**Nationality:** Filipino  
**Language Spoken:** English, Tagalog

### QUALIFICATION & SKILLS

- Able to work under minimal supervision.
- Competent team member and possesses personality with a positive attitude in any working environment.
- Knowledge in the following Operating system:
  - Microsoft Word
  - Microsoft Office
  - MS Excel
  - Oracle (Peoplesoft Financial)
  - Citrix (SunSystem 5)
  - SAP HANA
- Bookkeeping; AR; AP; GA; TAX
- Variance Analysis
- Internal Auditing

### PROFESSIONAL EXPERIENCE

#### Sr Finance Executive – General Accounting (NAM, EUROPE, APAC)

August 2019 - Present  
vCustomer Philippines Inc. (A Tech Mahindra Ltd Company)  
3F eCommerce Plaza, Eastwood Cyberpark, Bagumbayan, Quezon City, 1110

##### Responsibilities:

- Perform AR, AP, Payroll task in a BPO industry
- Payroll Analytics and Accounts Reconciliation
- Monitor and supervise the DSO of the company.
- Official Receipts and Certificate of Withholding Tax Issuance
- Ensure all accounts are properly attended and coordinated.
- Attend Finance Meetings with other Department
- Conduct inductions for newly hired employee
- Manage Audit reports and Month end task
- Handle the AP function (PS9 entries, check preparation, issuance, tracking)
- Help in various accounting requirements for the branch – e.g. provisions monitoring, payment monitoring, etc)
- Handle 5 Finance Associates

#### Financial Accounting Sr. Associate – AR Financial Reporting (APAC)

November 2017 – August 2019  
IWG PLC (Regus Service Centre Philippines BV)  
3W High Street Building 28th Street corner 11th Avenue  
Bonifacio Global City, Taguig City, 1635

##### Responsibilities:

- Overall accountability and ownership of the customer account reconciliation in a Shared Services industry.
- Ensure all accounting entries and reconciliations are completed for month end close, or other defined deadlines
- Constant review of the accuracy of data being delivered, eliminating the risk of any financial impact which was unforeseen
- Ensure all customer payments are applied and allocated on a timely basis thru proper reconciliation of customer accounts
- Ensure that all recon items are properly attended and coordinated with set timeline of actions and resolutions
- Provide full support to the stakeholders, including other Accounting Towers, LSCs, Group HQ Finance and the GSC Financial Reporting Team, ensuring deliveries are of the required quality & meet expectations especially for customer related inquiries
- Perform Variance Analysis/Accurate Accounting Analysis

#### Financial Accounting Associate – AR - Cash Application (NAM, LATAM & EMEA)

Nov. 2016 – Nov. 2017  
IWG PLC (Regus Service Centre Philippines BV)  
3W High Street Building 28th Street corner 11th Ave.,  
Bonifacio Global City, Taguig City

##### Responsibilities:

- Investigated misapplied payments to correct and ensure proper allocation.
- Statement of Account Analysis
- Maintained Cash Application
- Handled Escalations and analyze duplicated payments and prepare adjustments.
- Research and resolved discrepancies on account for refunds or adjustments.

### EDUCATION

#### ADAMSON UNIVERSITY

*Bachelor of Science in Accountancy*  
March '2016

#### NEW ERA UNIVERSITY

*Bachelor of Science in Accountancy*  
June '2010 – '2011

#### NEW ERA HIGH SCHOOL

March '2010

#### NEW ERA ELEMENTARY SCHOOL

March '2006