

ALFRED KARL MARAVILLAS

Senior Analyst/Accountant

Manila, Philippines

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Focused, well driven and can work under pressure. Easily adapts to situations and can adjust to customer needs accordingly. Contributes ideas and can take constructive criticisms professionally. Has over six years of experience in accounting using SAP and Oracle and has participated in multiple project migrations in a German Shared Service Company.

EXPERIENCE

APRIL 2021 – PRESENT

GERMAN ROYALTIES ACCOUNTANT II

REED ELSEVIER PHILIPPINES

- Handles and analyzes German royalties, subsidies, advances and other forms of payments to authors based on signed contracts.
- Prepares and initiates monthly payment runs and accruals through PPM, Oracle and SAP.
- Handles journal entry/ manual entry adjustments as the need arises.
- Constantly communicates with content team from Munich, Germany to discuss contracts and payables to author-customers.
- Serves as the overall point person for the German royalties operations in Manila, Philippines.

JUNE 2019 – APRIL 2021

SENIOR ANALYST

MERCEDES BENZ GROUP SERVICES PHILIPPINES INC.

- Documented and migrated different processes under the Intercompany Accounting Team (German Language Dependent Process) from **Daimler Group Services Berlin**. Project lasted for three months and was done remotely due to the pandemic.
- Responsible for monthly KPI preparations, handling a core team and performing operational tasks, which include quantity and price disputes resolution and monitoring.
- Serves as the point of contact to the colleagues from Berlin on key processes.
- Serves as the local team's reference for issues arising from the operations.
- Attends to first level resolution of escalations arising from team's errors in the operations, if there is any.

APRIL 2017 – JUNE 2019

ANALYST

MERCEDES BENZ GROUP SERVICES PHILIPPINES INC.

- Documented and migrated multiple accounting processes under the Purchase Requisition Team (German Language Dependent Process) from **Daimler Group Services Berlin**. Project lasted for two months in Berlin, Germany and trainings were done in German.

- Responsible for various purchase requisition processes, including creation and changes in purchase requisitions, sending of purchase orders and booking of goods receipt.
- Documented and participated in the remote trainings for the enhancements related to the processes in Non-Productive Materials Team under the Invoice Verification Department.
- Joins the weekly calls and updates with Berlin.

MAY 2015 – APRIL 2017

JUNIOR ACCOUNTANT

MERCEDES BENZ GROUP SERVICES PHILIPPINES INC.

- Responsible for invoice verification processes under the non-productive materials department. Performed additional tasks such as returned delivery postings, unplanned delivery cost postings and GRIR Pairing.
- Performs 3-Way-Matching to process and post payments in SAP.

MARCH 2014 – JUNE 2014

ACCOUNTING INTERN

PROVINCIAL ACCOUNTANT’S OFFICE

PROVINCE OF BOHOL, REGION VII, PHILIPPINES

- Managed accounts reconciliation and did accounting using the New Government Accounting System (NGAS).

EDUCATION

MARCH 2015

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, MAJOR IN MANAGEMENT ACCOUNTING

HOLY NAME UNIVERSITY

- National Winner, Kabataan Fair: Marketplace for Innovation 2014
- Finance Secretary - Central Student Government
- VP – Internal Junior Philippine Institute of Accountants, HNU Chapter

MARCH 2011

CLASS VALEDICTORIAN

GULAYON INTEGRATED SCHOOL

- Academic Excellence Awardee
- National Qualifier and Regional Champion, News Writing - Regional Schools Press Conference 2010
- National Qualifier and Regional Champion, Super Quiz Bee 2011

SKILLS

- Adept in Microsoft Office
- Adept in SAP
- Shopify Retailing
- Fast learner
- Exceptional oral and written communication
- Fluent in English
- Fluent in Filipino
- Fluent in German (ÖSD B2 Certified)

CERTIFICATES AND AWARDS

- ÖSD Zertifikat B2 - Issued on November 2020
- Goethe Zertifikat B1 – 2017 –
- Goethe Zertifikat A2 – 2017 –
- Goethe Zertifikat A1 – 2016 –
- Civil Service Exam Passer – Professional – Rating: 85.55%
- 2020 - MBGSP Goal Digger Award – for multiple achievements in 2020
- 2019 – MBGSP Innovator of the Year
- 2018 – MBGSP Star Award