

Mark Mathew G. Ceron

Flores 504 Ivorywood Acacia Estates Taguig City

MmathewC@yahoo.com

09178610060

Objective:

To be able to enhance my knowledge and adapt in the fast phased world of business and be on the one of the top leaders of the company incorporating the Thomistic value learned from my experience.

Educational Attainment:

Tertiary level : **University of Santo Tomas**

College of Commerce and Business Administration

Major in Financial Management

A. Y. 2007-2011

Secondary level : **Hope Christian High School**

1242 Benavidez St., Sta. Cruz Metro Manila

2003-2007

Work Experience:

Merck Business Solutions Asia Inc. – BGC, Taguig City

Sr. Project Expert – A2R

April 2021 – Present

- Perform all operative activities for A2R processes in projects as required.
- Support cross-functional project members with A2R expertise and create documentations and instructions, including to support "completion status" about issues.
- In close alignment with the respective Project Manager, coordinate and plan all day-to-day project activities like in SAP-template set-up and subsequent roll-outs.
- Engage in autodidactic learning to maintain your professional knowledge of global as well as local business processes within your responsibility, but also cross-functional.
- Leverage your expertise to continuously improve processes towards standardization and harmonization to further increase efficiency.

Management Accountant/Product Costing Accountant April 2018 – April 2021

- Daily preparation, coordination and execution of Product Costing Estimate and Release (SAP/HANA)
- Daily, preparation and submission/release of Sales report.
- Independently supports organizational and process transformation as well as implementation of SAP global template in Product Costing.
- Weekly Release of Billing Documents.
- Weekly release of Intercompany cost materials.
- Pre-requisite weekly sales Invoice reclass for Philippines entity (Merck Inc.)
- Supports in maintaining material master record in SAP.

- Central contact person for request in any cost center creation or updates.
- Responsible for Regression testing /UAT updates with the local system being used.
- Maintenance of CO-PA, CO-OM cycles. Creation/Updates of segments.
- Monthly cycle runs of CO-PA and CO-OM assessments in SAP.
- Monthly Reconciliation of Sales and COGs (SPER1A) Report, Variances (SPER1B) and Income statement (SPER 2).
- Supports year end valuation activities for Planning in product costing.

ALERE – Arriva Medical, BGC, Taguig City, Philippines

AR Financial Analyst – (Reimbursement)

Dec 2016 – Jan 2018

- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Analyzes Cash Posting processes by establishing and enforcing policies and procedures; providing trends and forecasts; explaining processes and techniques; recommending actions and improving Cash Posting workflow.
- Improves financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management.
- Reconciles transactions by comparing and correcting data.
- Recommends actions by analyzing and interpreting data and making comparative analyses; studying proposed changes in methods and materials.
- Protects operations by keeping financial information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Preparing reports and projections based on this analysis; monitoring and maintain Cash posting data (Posted Cash and Un-posted Cash)
- Identifying trends in financial performance and providing recommendations for improvement
- Coordinating with other members of the Reimbursement team to review financial information and forecasts.
- Provide creative alternatives and recommendations to reduce un-posted cash and improve Cash Posting performance
- Drive process improvement and policy development initiatives that impact the function
- Assist with the new business process and working with Finance and Business Managers.

QBE: BGC, Taguig City, Philippines

Cash Accounting Analyst – (General Accounting)

May 2014-Dec 2016

- Performs high level of accounting functions by processing day to day cash journal entries by downloading bank statement in the portals (Wells Fargo, Sun Trust & Bank of America) identifying each nature of transaction, posting the entries to Oracle/Peoplesoft.
- Manages 108 Bank accounts for reconciliation on a monthly basis to balance the amounts to its corresponding GL accounts. Using the Bank ending balance in the portal, checks outstanding from Business Object software and GL entries reports from peoplesoft.
- Oversees a high volume of outstanding checks on monthly basis. Use Excel to manually search for over thousands of checks outstanding versus the paid, cancelled and issued checks with the help of vlookup formula in excel.
- Proactively drive process improvements. Actively creating trackers for various transactions to help speed up the research of each team member.

- Interact with different set of teams related to Cash accountings such as (Accounts Receivable, Cash Management team, Accounts payable and etc.)
 - Adopt QBE Values in personal work behaviours, decision-making, contributions and interpersonal interaction; manage own career development by soliciting feedback and valuing other perspective
 - Performs internal audit within the team per process (Journal entries and Reconciliation), peer to peer review is being done to have internal control prior submitting the reports to the final reviewer.
 - Delivers solutions on all incorrect entries on portfolio. Through research on the mismatched amounts found in the recon, or being proactively downloading specific accounts to monitor all transactions being entered.

INGRAM MICRO: Taguig City, Philippines, 1634

Accountant I - (Price Protection Specialist)

- Performs intermediate to advanced level finance functions as it relates to reviewing, researching and managing in a timely manner an assigned portfolio of vendor (Lenovo, Seagate, Apple and etc.) claiming programs.
- Build working relationships with key vendor contacts to actively reduce claim aging by ensuring timely payment and resolution of denied or unpaid items. Using the MS Access Database provided by the company to track the inventory of each products bought with in the terms and agreement of the vendor and its customer. Units of products that are price protected should be credited back to its customer.
- Posting entries on the Vendors and Customers account using DOS base system. • Assists with monthly, quarterly and year-end close processes, including booking monthly journal entries in Oracle and preparing GL account recons, including researching and resolving issues.

Accountant I – (Direct Returns Specialist)

- The Direct Returns Specialist is responsible for reviewing and validating DI/DT1 customer credit claims for direct ship returns and direct ship billing errors, including performing QA checks and approving the issuance of the customer credit.
- Using the MS Database created for the team as the tracker, each claims should be verified with the set of supporting documents whether the claim is valid or not.
- Post entries in the DOS base system for each credit memos validated from the tracker.
- Assist in monthly, quarterly and year-end close processes, including booking monthly journal entries in Oracle and preparing GL account reconciliations and resolving all GL account variances.
- Interact and communicate with other departments (including AP, Customer Service, Sales and Vendor Management) to resolve issues, including documenting all communications.

Accounting Representative II – (Credit Card Desk)

- Verify order payment screen and release credit card order that are monitored via MS Outlook on cue in the Hold Release screen, using DOS base system. Verifying that the credit card details are all correct with the given information by the Sales Order Management team.
- Review weekly credit card suspense accounts reports and ensure that the credit card team action all credits older than 30 days.
- Provide merchant service provider necessary documentation required on all charge backs. Creating documentation papers to support the customer's chargeback.
- Collect examples of situations and propose possible solutions to resolve the issue.
- Work with Sales, Credit, IS and credit card processor to help resolve the problem/issue through phone conversation for a better understanding and faster resolution.

Extra-curricular Involvement:

MBSAI:	2018
<ul style="list-style-type: none">• Site engagement team member.	
CORE- Lead:	2017
<ul style="list-style-type: none">• Over lead for department's engagement	
Grow Your Money Club:	2016
<ul style="list-style-type: none">• Over-all marketing head of QBE's financial awareness community.• Over-all POC of the GYM's launch for the financial wellness fair.	
QBELYmpics:	2016
<ul style="list-style-type: none">• Over-all POC for NA Finance.• Team Captain: Running, Men's Volleyball and Cheer dance.	
Alere-Arriva RISE Quarterly Awarding:	2017
<ul style="list-style-type: none">• Victor Awardee for February• Allegiant Awardee for Q1• Victor Awardee for for May• Zenith Awardee for Q2 (Supervisor level)	
NA Finance Quarterly Rewards and Recognition:	2015
<ul style="list-style-type: none">• Team of the Quarter (Q2) 2015- General Accounting• Team of the Quarter (Q3) 2015- General Accounting• Team of the Quarter (Q4) 2015- General Accounting	
Ingram Micro Quarterly Awards	2013
<ul style="list-style-type: none">• Team of the Quarter (Q3) - Vendor Accounting• Team of the Quarter (Q2) - Direct Returns• Team of the Quarter (Q1) - Accounts Receivable	
Ingram Micro Monthly Awards	2012
<ul style="list-style-type: none">• Rising Star Award (1)• Spot-light awardee (2)• Big Leap Award (1)	

Personal Details:

Nick name : Mathew
Birthday : February 10, 1990
Civil Status : Single
Citizenship : Filipino
Height : 5'7"
Weight : 160 lbs.
Availability : 1 month
Skills : Can speak and write basic Mandarin, Fu kien, Sports enthusiast, Fast Learner, Good team player.
Interest : Arts and Design, Music, Food, Movies and Sports.