



# TRACIE MAE LORENZO

## GENERAL ACCOUNTANT

### WORK EXPERIENCE

#### Financial Accountant

Arcadis Philippines, Inc. | Jan 2013 - Jun 2017

- Daily recording of cash receipts and disbursements
- Intercompany reconciliation
- Prepared month-end journal entries, schedules and analyses
- Prepared weekly bank reconciliation and Cashflow report
- Assist in yearly audit

#### Finance Analyst

ABM Global Solutions, Inc. | Nov 2010 - Jul 2012

- Handled financial reporting for Singapore, Malaysia, Indonesia, and Philippines subsidiaries
- Prepared monthly journal entries, lead schedules and Notes to Financial Statements
- Spearhead finalization of external audit and annual income tax return
- Reconciliation of intercompany transactions and GST

#### Accounting Associate

Shopping Center Management Corp | Feb 2009 - Aug 2010

- Handled sales revenue from mall and foodcourt tenants
- Processed invoices for foodcourt payables
- Prepared monthly Sales Growth Report and Notes to Financial Statements
- Conduct year-end inventory count

### EDUCATIONAL HISTORY

#### University of Santo Tomas

Bachelor of Science in Accountancy

A.Y. 2004 - 2008

### PROFESSIONAL LICENSE

#### Certified Public Accountant

Oct 2008

### CONTACT ME AT

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### SKILLS SUMMARY

●●● Microsoft Dynamics AX

●●● SAP

●●● MS Excel

●●● Quickbooks