

WORK EXPERIENCE

Financial Reporting & Control – General Accountant

Pearson Management Services Phil Inc. (February 2020 – PRESENT)

- ✓ Prepares monthly close process, review of the AP, AR, General Accounting, Sales & Inventory GL Interface and other transaction processing functions outsourced to business partners.
- ✓ Prepare and provide flux analysis for monthly financial and management reporting
- ✓ Prepares tax report requirements – statutory account reports, corporate tax schedules, statistics, etc.
- ✓ Preparation of information required for Transfer Pricing documentation
- ✓ Liaise with the auditors, tax agents and related professionals on external audit requirements.
- ✓ Prepares ad-hoc management reports and regulatory reporting.
- ✓ Review reconciliation of balance sheet and maintain integrity of general ledger.
- ✓ Responsible to submit Fixed Asset requirements, posting of monitors and other related study and checking.
- ✓ Act as Corporate Secretary to prepare annual report, accounting business requirements filing to government & all ad-hoc resolutions on changes in directors/bank signatories/rep office requirements etc.
- ✓ Implement and monitor internal controls
- ✓ Responsible for other banking related matters such as indemnity letter, fund transfer, change in authorised signatories.
- ✓ Participate in business activity initiatives and adhoc projects assigned
- ✓ Prepare various accounting estimates such as Return Provision, Estimated Credit Loss. Compute for monthly accruals such as sales rebate, variable bonus, leave provisions.
- ✓ Review applicability of IFRS16 on leases and prepares discounted cash flow workings.
- ✓ Present quarterly Balance Sheet position to management (VP of Finance) and explain identified risks and opportunities.

Financial Analyst – Schneider Electric (August 2018 – October 2019)

- ✓ Prepare, review and distribute the Daily Bookings and Sales Report to Senior Management
- ✓ Submit the Weekly and Month-to-Date Bookings and Sales Report to Regional Sales Managers
- ✓ Perform daily cost roll ups for Reynosa and Welcome manufacturing plant
- ✓ Responsible for the reconciliation of Suspense Account
- ✓ Review cash remittance(s) advice(s) for electronic payments and compiles receipts and other back up documents for audit
- ✓ Extract deductions and on accounts for cash receipts and review miscoded items. Reapply and make the necessary adjustment(s)
- ✓ Prepare the monthly schedules /repts such as purchase card charges and Daily Sales Outstanding report
- ✓ Prepare monthly intercompany confirmation with other entities
- ✓ Review and post journal batches for inventory, accounts receivable, PO receipts and Cost of Goods Sold
- ✓ Other duties which may be assigned by immediate superior



Kristel T. Torregosa

Contact Information:

Mandaluyong City, Philippines

+639216853963

torregosa_letsirk@gmail.com

SUMMARY

Accountant with 9+ experience. Capable at managing multiple projects and consistently meeting deadlines. Extensive knowledge of accounting software and processes. Skilled in regulatory reporting and accounting operations. Proficient in supplying quick responses to financial inquiries from internal management and potential clients.

General Accountant – 54 East Restaurants LLC (Dubai, UAE)

(March 2017 – April 2018)

- ✓ Responsible for month end adjustments, including project progress billing/unearned revenue assessments, inventory valuations, provisions, etc.
- ✓ Assist the Finance Manager in preparing financial statements, budgets and forecast according to schedules. Take ownership in entering and managing the budget/periodic forecast in the accounting system
- ✓ Carry out month-end and year-end close process, including preparation of monthly report
- ✓ Carry out all core-accounting tasks such as verifying, posting and reconciling accounts payable and receivable
- ✓ Issuing Invoices/Delivery Notes and other documents as per company policies and procedures
- ✓ Process vendors' payments through EFT/Cheques, send allocation details of our payments to relevant suppliers and requesting updated statement of accounts
- ✓ Review and post Wire Transfer/Cheque/Cash collections to respective customer accounts
- ✓ Frequently monitor bank balances of company bank accounts to ensure availability of adequate funds, alert Management for CDC and PDC clearing schedule and propose intercompany bank transfer if required
- ✓ Management of cash flow and petty cash
- ✓ Handle Bank, Intercompany, Vendor, Customer and other Accounts Reconciliation
- ✓ Filing of VAT Return and related VAT reports and requirement
- ✓ Prepare Project Costing to track record and analyze cost associated with projects. Investigate and report project wise variances and profitability
- ✓ Provide supporting documents as required by External Auditor and Legal Department
- ✓ Prepare Sales Incentives Schedule, Update Sales Monitoring File for the Sales Team to identify if respective targets are met.

Sourcing and Purchasing

- ✓ Handle procurement for all companies (Logistics, Restaurants, Franchisee and Truck Fabrication)
- ✓ Acquire and evaluate supplier quotations
- ✓ Request and evaluate offers and quotations from potential suppliers. Analyze information received and make recommendations on best choice supplier
- ✓ Negotiate price based on budget and establish service level agreements (SLAs) with suppliers to guarantee the most advantageous balance of quality, cost and payment terms are achieved
- ✓ Prepare, issue and seek authorized approvals for purchase orders
- ✓ Liaise with suppliers to ensure the timely and accurate completion of orders

EDUCATION

B.S. in Accountancy
Bataan Peninsula State
University
April 2011

HIGHLIGHTS

- *Financial Statement Analysis*
- *Accounts receivable/payable*
- *Order to Cash*
- *Procure to Pay*
- *Record to Report*
- *Bank Reconciliations*
- *Invoicing and Payments*
- *Proficient in Windows Application Software in MS Word, MS Excel, and MS PowerPoint, Query Designer*
- *Accounting Software : Oracle, SAP, Maximo, QuickBooks & JDE*
- *Excel Expertise : Power Pivot and Power Query*
- *Ability to study data and draw conclusions*
- *Excellent written and communication skills in English*

Analyst – Chevron Holdings Inc (October 2014 - February 2017)

- ✓ Process shipping invoices in Maximo and process FI invoices and credit memos in SAP timely and accurately based on information provided by the business unit.
- ✓ Review Purchase/Service Order information and communicate erroneous data to buyers and provide resolutions to help solve the issue.
- ✓ Monitor daily interface between Maximo Shipping Invoices and SAP and resolve batch data capture (BDC) edits.
- ✓ Perform monthly accrual for unposted invoices for FMM invoices to prevent Intercompany Imbalances.
- ✓ Adjust vendor accounts and account assignments based on information provided and within agreed thresholds
- ✓ Develop/maintain subject matter expertise to effectively perform the assigned task
- ✓ Respond to inquiries from vendors and OpCo personnel related to invoice payment (e.g. remittance details).
- ✓ Perform monthly accrual for unposted invoices for FMM invoices to prevent Intercompany Imbalances.
- ✓ All assigned balance sheet accounts are reconciled per FSS Account Reconciliation Policy
- ✓ All open items beyond normal clearing period are traced and escalated to the appropriate recipients per FSS Trace and Escalation Procedures and resolved on a timely basis.
- ✓ Complete month end close tasks/requirements
- ✓ Perform backup role as needed to ensure business continuity and the deliverables of the team are always met
- ✓ Prepare monthly Team Metrics
- ✓ Prepare Weekly Invoice Monitoring and SLA reporting.
- ✓ Initiate and implement process improvements to sustain/increase quality of work, realize efficiencies and/or make the processes more effective

AR Associate – Nestle Business Services (August 2012 - October 2014)

- ✓ Process credit notes related to percentage and sales-based incentives and rebates, price differences in SAP Sales and Distribution module and other rebate-related charges in FI module.
- ✓ Executes Manual Accrual of Rebates when no accrual has been created for a certain Rebate Agreement.
- ✓ Maintain an accurate list of Credit Notes for payment either through electronic fund transfer or cheque.
- ✓ Coordinate errors to respective resolution owners in respective business departments.
- ✓ Resolve issues regarding Credit Notes processing.
- ✓ Reconcile total processed credit notes per monitoring log sheet against posted documents in SAP
- ✓ Perform monthly closing and assists in backup maintenance
- ✓ Prepare List of Rebate Agreement Report every month.