



Financial Analyst specializing in Bank Reconciliation. Experienced with all stages of Accounting. Well-versed in numerous Accounting system specially SAP S4.

CRISELDA L. ALLAREY

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Skill Highlights

- Strong knowledge and analysis in Bank Reconciliation
- Strong decision maker
- Complex problem solver
- Innovative
- Service-focused
- Results-oriented
- Resistance to stress
- Good manners

Personal Data

- Birth Date – July 29,1984
- Place of Birth – Philippines
- Age – 38
- Civil Status – Single

Experience

May 16 2013 - Present

Financial Analyst – PLDT INC

- Timely and accurate preparation of bank reconciliation Statement to ensure all cash transactions per books and per bank are properly accounted for
- Proficiency in using SAP, cashiering systems, billing systems, and internet banking access to facilitate and improve efficiency in the bank recon process, ie. proficiency in analyzing discrepancies in cash levels, verifying and analyzing cash entries in books and in the bank statements
- Ensure completeness, accuracy and timeliness in the recording of collections and disbursements, Proficiency and ability in analyzing discrepancies in cash levels and timely resolve variances, in close coordination with relevant groups.
- Able to identify red flags and risk areas in the collection units and disbursing areas and timeliness to address such red flags, i.e. conduct independent surprise cash counts on teller's collections/cash accountabilities when needed; reconcile cash count vs. cash on record and analyze root cause of discrepancies and recommend moving forward solutions to issues and concerns.
- Provide business owners the list of customers' bank remittances, and able to confirm in the bank statements credit of claimed remittances within 24 hours from receipt of request.
- Conduct independent testing of Finance and non-Finance PMs / RCMs; Able to respond to SARBOX requirements and related issues that maybe raised by internal and external auditors, or during review/testing activities of Finance & non-Finance processes, able to identify deficiencies, investigate root causes of such deficiencies, pro-actively recommend solutions, and immediate remediation

June 1,2010 – May 15,2013

Education

- Bachelor of Science in Accountancy
- City University of Pasay (Formerly Pamantasan ng Lungsod ng Pasay)
- SY 2002 -2006

Trainings

- Managing Diversity (September - 14,2018) – Mandaluyong City
- Harnessing the Power of Mind Mapping (September 01,2016) – Mandaluyong City
- Business Email – Writing and Etiquette (September 28,2015) – Mandaluyong City
- The Leader in me – (May 21,2015) – Mandaluyong City

Languages

- Filipino
- English

Reference

- Ms. Dollie Ribo – Team Leader PLDT Inc – +639296807148
- Renalyn Baloran - Admin Manager - Urbanhair by Grinrich +65 86193806

Senior Treasury Staff – Digital Telecommunications Philippines Inc

- Primarily responsible in Validation of collection from bank.
- Responsible in Audit of Retailers/Branch Collections
- Uploading Banks Collection
- Analyze discrepancies in collection
- Making various Accounts Receivables Report

September 2009 – May 2010

Accounting Assistant – Federated Distributors Inc

- Primarily responsible in posting of payments received to Great Plains (system)
- Making of Statement of Accounts thru Crystal Report Uploading Banks Collection
- Credit Investigator
- Checking/Validating of received checks.
- Analyzing and posting of commissions of sales agents.

September 2006 – September 2009

Credit and Collection Staff – Abenson Inc.

- Primarily responsible Bank reconciliation
- Analyzing sales of credit cards Sales.
- Performs the painstaking yet critical task of sorting, identifying, analyzing and checking of data.
- Encodes Creditable Withholding Tax Certificates.
- Follow up of Corporate Accounts and Bank Tie-up

May 2006 – August 2006

Cashier – Supervalu Inc (SM Supermarket)

- Primarily responsible in cashiering
- Balancing of cash on hand versus total sales on the daily manner
- Validating of gift certificates, bank's slip, checks payments

I hereby certified that the above-mentioned data are true and correct to the best of my knowledge and ability.

CRISELDA L. ALLAREY

Applicant