

KATHERINE GRACE LOPEZ

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Professional Summary

Highly competent **Treasury Senior Specialist** with more than 8 years of success in finance industry. Skilled in uncovering opportunities to improve financial growth, processes and internal controls when managing accounting functions and risks. Prepared to bring talent and expertise to organization offering opportunities for advancement.

Skills

- ✓ Exceptional knowledge in using Infor ERP.
- ✓ Advanced skills in Microsoft Excel macros, VBA and Power Apps such as Power Automate and Power BI
- ✓ Intermediate project management skill.
- ✓ Strong problem-solving and analytical skills with a good eye for details.
- ✓ Strong financial analysis and management.
- ✓ Well trained in dealing with customer needs and satisfaction.
- ✓ Good working knowledge of financial accounting and bookkeeping principles.
- ✓ Good communications skills in English
- ✓ Well trained in dealing with customer needs and satisfaction.

Educational Attainment

Bachelor's Degree in Accountancy – Technological Institute on the Philippines (2008-2012, 2015-2016)

Certification

Certified Accounting Technician – December 2019

Working Experience

Treasury Senior Specialist – Cash Management Operations

Manulife Data Services Inc. – Quezon City, Ph
January 2020 to Present

- Executed financial due diligence tasks daily to maintain optimal company finances.
- Successfully Implemented automated processes to enhance and streamline processes for maximum efficiency.
- Mitigated risk by implementing internal controls and safeguards for payment and receipt transactions and devised corrective actions to address any gaps.
- Reviewed processes and procedures to guide process implementation and optimize auditing.
- Led projects and analyzed data to identify opportunities for innovation which drove operational improvements that resulted in annual efficiency savings to the organization.
- Diligently performed various cash management administrative tasks supporting various North America business units such as bank transmission and feed verification monitoring & reconciliation.

Senior Financial Analyst – Accounts Payable

Manulife Data Services Inc. – Quezon City, Ph
October 2016 to January 2020

- Used critical thinking to breakdown problems, evaluate solutions and make decisions.
- Demonstrated coordination and planning skills to achieve results according to schedule and due dates.
- Worked with applicable standards, policies and regulatory guidelines to promote quality works.
- Ensured that all invoices are verified, reviewed and approved by authorized personnel.
- Ensured that payments were completed to the right vendor for the right amount.

Center Accountant – General Accounting

Informatics International College Inc. – Cainta, Ph
November 2014 to October 2016

- Maintained records such as monthly financial statements, payroll, purchase orders, invoices and other files & books relating to the company.
- Prepared accurate payroll for employees in a timely manner.
- Prepared financial statements and tax returns while ensuring that the company is following payment reporting and other tax requirements.
- Prepared month-end bank and merchant reconciliations.
- Processed intercompany transactions reconciliation and adjusting entries.

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