

NELSON SHERMAN B. VARELA

Blk 29 Lot 25 Tripoli St, Kensington 15 Village, Lancaster New City General Trias Cavite

Contact No.: 0949-8835564

E-mail: nvarela.9287@gmail.com

OBJECTIVE

- To work in a company that would provide opportunities for personal and professional growth.
- To become a part of a company that would maximize my potentials to the fullest thereby contributing to the attainment of the company's vision, mission and objectives.

WORK EXPERIENCE

Shell Business Operations – May 2012 – September 2021

- **Business Interface Controller Senior Analyst (July 2016-Sep 2021)**
 1. Monitors and resolves Business Interface transaction related to Contracts, Pricing and Movements (PO/SO/Plant to plant).
 2. Key person for Aggregated Truck Movements interfaces and prepares daily End of Day reporting.
 3. Translates Paper contract to SAP Language in creating request for intermittent and yearly Bridging Contract (Plant to Plant Transaction).
 4. Prepares Monthly control for Sign-Off for all related movements between SAP and Endur (Trading Application).
 5. Prepares Pre-Close Data to ensure all MEC items are monitored.
- **Contracts and Pricing Analyst (June 2014- July 2016)**
 1. Creates and Update Contracts in GSAP with SOX Control.
 2. Creates and Update Formula Pricing and Fixed Prices.
 3. Extracts and Upload Transfer Pricing and prepares MEC report.
 4. Daily Quotes Reconciliation between GSAP and External pricing system.

- **Settlements Analyst (May 2012 – June 2014)**

1. Classifies Invoice and distributes Assignment.
2. Validates Vendor invoice against Shell bookings and post invoice for payment.
3. Weekly Clearing of Suspense Account per SOX control.
4. Monthly Control for Goods Receipt/Invoice received (GRIR Monthly Control).
5. Prepares Statement of Accounts and Reconciliation (SOAR) for Crudes.
6. Critical Staff to cover team's critical activities in case of BCP and to cater critical vendor with huge amount invoices.

CHARTIS Technology and Operations Management (CTOM) October 2010 – May 2012

- Position: Finance and Accounting Analyst (Direct Bill)
- Responsibilities:
 1. Allocation of Payments for Insurance Policies.
 2. Quality Review of Allocated Payment.
 3. Training New Hires

Ultra Modular Concepts, Inc. (UMCI) – February 16, 2009 – March 5, 2010

- Cost/Accounting Staff
- Responsibilities
 1. Monitors the Cost of every projects of the company.
 2. Preparing Monthly Cost Monitoring Report.
 3. Check and verifies project related advances for liquidation.
 4. Check and monitors liquidation of each installers.
 5. Computing and Preparing Weekly payroll of the installers.

EDUCATION

- **College - University of Perpetual Help System-DALTA, Las Piñas City**
- **Bachelor of Science in Accountancy** June 2004- March 2008

High School

- **University of Perpetual Help System-DALTA**
- June 2001- March 2004

Elementary

- **Adamson University, Ermita, Manila**
June 1997- March 2000
- **Saint Joseph School, Pandacan, Manila**
June 1994- March 1997.

SKILLS

- **Computer Skills**
 1. MS Office (Excel – V-lookup and pivoting)
 2. SAP
 3. Endur (Shell Trading Application)

REFERENCES

Edna Cruz

- UMCI Accounting Manager

Jenny Go

- CTOM Direct Bill – Manager

Rhia Estrada

- BIC Team Manager

PERSONAL INFORMATIONS

1. Birth Date: September 2, 1987
2. Height: 5'7" Weight: 110 lbs
3. Civil Status: Married
4. TIN: 269-718-365-000 SSS: 34-1465040-9

Signature