

ERECSON M. AMON, CTP

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WORK EXPERIENCES

February 2018 –
Present

Boehringer Ingelheim Business Services Philippines, Inc
Senior Treasury Specialist - A2R Treasury

- Responsible in daily cash management activities including managing the cash position, debt and short-term investments, liquidity forecast, payroll and statutory payments funding and bank account administration
- Handling and execute different types of payments , including inter company payments , assist in reviewing and controlling critical payments
- Banking activities, Coordinate with different bank partners , ensuring banking payment policies and requirements are up to date and in line with our systems
- Act as team point of contact for all queries, escalations within the team (technical and operations related)
- Collaborates with the team , local , cross-functional and project management to identify opportunities to streamline / improve processes and develop new procedures that support the business requirements

April 2017 – Jan
2018

Holcim East Asia Business Service Centre- Philippine ROHQ
Cash Management Specialist - Treasury

- Migrating and aligning of different payment processes
- Banking reposts generation (Daily and Monthly activities)
- Execute, review and approve different payments , Execute Accounts fund transfer ensuring maximum level of payment controls
- Point of contact for all queries related to payments , technical set up of bank details in master data , aging AP items and reconciling entries in AP ledger

July 2014– April
2017

Accenture Philippines, Inc
Procure to Pay – Helpdesk
Vendor and Customer Master Data
Procure to Pay – Payment Specialists

- Answering , coordinating and investigating all procure to pay related queries via calls and emails (vendor, customer and other external parties)
- Check and validates invoices status , vendor and customer statement of accounts
- Coordinate and resolves internal issue, escalations and process alignements
- Vendor and Customer Master Data Account Creation
- Vendor and Customer Master Data Mass change / deletion
- Vendor and Customer Master Data Account Amendment
- Reviews all invoices (PO and non-PO) and other documentations for accuracy, validity, and approval prior to payment
- Ensures payment runs are managed, issues are resolved promptly, and items that need to be paid and cleared on time are identified
- Ensures Intra Group accounting activities for monthly reconciliations and quarterly reporting are performed within the closing timeline

April 2014 –
July 2014

SM SouthMall

Accounting Assistant – Accounts Receivable

- Handling Bills Payments / Remittance /Foreign Exchange and Government Transactions
- AR Reconciliation (Daily Operations) doing daily transaction audit using ISA – Internal System Audit
- Issue audit findings / memo to employees (Cashier)
- Monthly closing and Reporting of books

March 2007 –
February 2014

True Colors Photo Express

Branch in Charge / Cashier / Printer / Layout Artist

- Handling all the inventories and bank account and Cash
- Assisting customer needs, checking and ordering stocks and conducting inventories every month
- Photo printing and lay outs aswell as basic photography
- Managing the branch , handling 2-3 employees and reporting to area manager

April 2006 –
February 2007

SM Dasmariñas

Salesman

- Assist Customers and contribute to the target sales

August 2004
– February
2006

Jollibee Silang

Service Crew

- Assist Customers and provide services related to food

EDUCATION

2010 – 2014

National College of Science and Technology

Bachelor of Science in Accountancy

CERTIFICATIONS

Ateneo De Manila Graduate School, 2021

BAP Institute of Banking

Certiend Treasury Professional

Philippine Civil Service Commission

Certificate of Eligibility – Civil Service

Professional level

SKILLS

- Competent in oral and written Filipino and English
- Proficient in MS Word, MS Excel, and MS PowerPoint
- Familiar with SAP accounting system and transaction codes
- Developing and coaching the team members
- Exemplary interpersonal and presentation skills
- Customer service orientation
- Time management, experience in handling conflicting priorities

System Used

- GBS ERP
- MDM
- BI People
- SAP Concur
- InvoiceTrack
- DocuSign
- TIS
- Electronic bank platforms
- Omni

Personal Information

Date of Birth : January 10, 1988

Status : Married

Citizenship : Filipino

Character Reference

** Available upon request