

WILFREDO N. TUMBADO JR

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Bonifacio Global City Taguig
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PROFESSIONAL SUMMARY

A competitive and driven accounting practitioner whose main goal is to gain extensive knowledge and experience in different accounting facets while contributing to the company's growth, and the organizational success.

SKILLS

General Accounting procedure
Reconciliation and Substantiation
Competent computer literate
Good command in English communication
Problem solving and decision-making analysis
Good interpersonal skillsets
Forward Compatible

EXPERIENCE

GL Reconciliation Lead – Asst VP

March 2022 - Present

Citibank ROHQ

- Attend calls and issues escalation for resolution
- Oversee manager function
- Act as key point of contact for GL recon escalations and ensure that properly address on time
- Provides necessary metrics to management for checking and monitoring
- Develops necessary controls to ensure integrity and quality of reconciliation output

GL Reconciliation Deputy Lead- Manager

August 2018- March 2022

Citibank ROHQ

- Attend calls and issue escalation for resolution
- Oversee manager function when supervisor is out of office
- Performs daily and monthly reconciliation and validation reviews within SLA
- Ensures escalation of identified issues/exception to responsible units
- Provides necessary metrics to management for checking and monitoring
- Develops necessary controls to ensure integrity and quality of reconciliation output
- Supports project and UAT testing of system enhancements

Key Accomplishments:

Citi Lean - Certified (Associate)
POC for Genesis Anchoring process migration- Gold Award
POC for Dalian migration - Silver Awardee
POC for Audit samples and preparations - Stretch assignment
Record Management Coordinator
EUC and EDCFC Champ

GL Reconciliation - Asst Mgr

08/2015 - 05/2018

Citibank ROHQ

30th St cor Lane D , BGC Taguig

- Ensures that production is performed and executed with SLA to maintain customer satisfaction
- Reviews items that cause un-reconciled balances between Subsidiary Ledger and General Ledger, the review also includes other balance issues such as aging, unsupported and unconfirmed items, abnormal balances.
- Prepares proof sheets for assigned accounts, reviews details of the outstanding balances and identifies and escalate issues, if any.
- Participates in regional or in-country projects that promotes innovation in the workstation, cost savings, voe and other activities.
- Performs testing for system enhancements or resolutions to ensure that updates will not disrupt the production process once implemented.

Key Accomplishments:

Employee of the Month

POC for ROD migration - Silver Award

POC for Dalian Migration - P1-P3 - Silver Award

Key tester for UAT and COB

EUC coordinator

Senior Account Reconciler/ Quality Auditor

February 2014 to December 2014

GE Global Operations Finance

9th Flr Net Cube Bldg, 30th St cor 3rd Ave

Bonifacio Global City, Taguig

- Audit and reviews Asia & global account recs according to 8 corporate criteria
- Works with business to close- out open items and defects
- Works closely with business to achieve effective upstream process
- Prepares monthly quality audit metrics
- Works closely with Quality Audit Manager in driving controllership initiatives
- Works closely with Quality Audit Manager in up scaling GE GAP including GAP trainings
- Actively participates in the "on-boarding" of new accounts

Key Accomplishments:

Awarded as Employee of the 1st Semester 2014

Certified Quality Auditor

Junior Account Reconciler

September 2012 to present

GE Global Operations Finance

9th Flr Net Cube Bldg, 30th St cor 3rd Ave

Bonifacio Global City, Taguig

- Prepares accounts reconciliation using the eight corporate criteria as main guide. : Document analysis
- Prepares schedules to summarize content of the GL account during the period being reconciled: Generates reports from the system and gather supporting documents to substantiate GL balances (e.g. aging reports, SL reports, GL extracts, support schedules, etc)
- Analyze account balance as to its appropriateness, reasonability and timeliness.
- Identify, document, track and explain transactional differences identified between general ledger and sub-ledger balances and/or other independent sources.
- Inputs prepared reconciliation in the GBS Account Reconciliation tool based on the daily schedule set by the Account Reconciliation Team.
- Drives operational metrics on cycle time and quality review and delivers on commitments based on agreed deadlines
- Focuses on sustainable solution to eliminate recurring issues
- Coordinates with accountants from client countries via email, Webex Connect and phone to meet deliverables.
- Supports the lead reconciler and team leader for various other task
- Performs other related duties and responsibilities that may be assigned from time to time.

Sundries/New Accounts/CSA

Nov 2009 – June 2011

Metrobank (MBTC)

Legaspi Village Branch

Legaspi Village Makati City

- Interviewed applicants and gathered submitted identifications for account opening
- Prepare bank certifications for multi-currency accounts
- Performs in-branch cross selling/telemarketing functions
- Attends to customer queries, complaints and requests
- Supports the branch head in attaining branch sales and revenue targets by client referrals
- Cash Controllership
- Sorted posting media for submission to accounting department
- Handles the miscellaneous payments such as government payments, credit cards and other utility payments

EDUCATION

Bachelor of Science in Accountancy

University of Nueva Caceres

J Hernandez Ave. Naga City

- *Resident Scholar*
- *MICB*