

Mira Andrea G. Soriano

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Alabang Muntinlupa City, Philippines, 1770

OBJECTIVE

Dedicated and results-driven individual with extensive experience in accounting field, managing entities in Canada, US, and LATAM. Possessing good communicational skills and proactive learning approach. Committed to maintaining a robust work ethic, and consistently goes above and beyond to achieve goals. Embracing challenges as opportunities for both personal and professional growth and courageously demonstrating patience while taking risks in the pursuit of success. Andrea is eager to contribute her skills and constant commitment to excellence in a dynamic work environment.

EDUCATION

Bachelor of Science in Business Administration Major in Financial Management June 2014 – March 2018
Adamson University, Metro Manila, Philippines

- Academic Scholar Alliance of Adamson University
- Junior Officer in an organization – Junior Financial Executives
- Actively participate as a member of Junior Confederation of Finance Associations

Secondary School Diploma June 2010 – March 2014
San Roque Catholic School, Mendiola Alabang, Philippines

SKILLS

- Skilled and proficient in addressing customer complaints and resolving issues.
- Strong understanding of Financial, Accounting systems and processes.
- Excellent English verbal and written communication skills.
- Collaborates well with clients, fostering a supportive and cooperative environment.
- Quick adaptability to changing circumstances, by maintaining productivity under pressure.
- Ability to handle multiple tasks and projects simultaneously.
- Competent in Microsoft Office including Excel, PowerPoint, Word, and Outlook.
- Eager to grasp concepts and procedures with precision and committed to acquiring new knowledge and skills.
- Proficient in process improvement testing utilizing ERP systems and various software tools.

WORK EXPERIENCE

Bank Processing and Reconciliation Accountant September 2023 - Present
Merck Business Solutions Asia Inc. • Taguig City, Philippines

- Prepares monthly reports such as bank reconciliation, journal entries, payroll, sales report ensuring accuracy and completeness in adherence to established procedures and policies.
- Validate company's accounting ledgers align with their current bank balances.
- Executed timely performance of forex gains and losses, demonstrating proficiency in managing currency fluctuations.
- Recording all bank transactions – Accounts receivable and Accounts payable in SAP, ensuring the clear and precise clearing of transitory bank/ interim accounts.

- Conducts internal testing for new processes, transformation, and migrations, contributing to the optimization of operational efficiency.
- Manage investigation for unidentified transactions and provide analysis to Accounting Business partners and Stakeholders.
- Processing of payments and internal transfers for Canada, US, and LATAM countries.
- Successfully implemented strategies to eliminate discrepancies in cash pool accounts and currency swap.
- Proactively address and resolved reconciling items, maintaining a clear and accurate financial record.
- Provides necessary documents and requirements requested by the external auditors.
- Coordinating with clients request related to bank transactions regard less if its incoming and outgoing payments.
- Collaborated effectively with team members and other value stream to streamline financial processes and establish accurate reporting.

Bank Processing and Reconciliation Advanced Associate

July 2020 – August 2023

Merck Business Solutions Asia Inc. • Taguig City, Philippines

Treasury Associate

January 2020 – May 2020

Lufthansa Services Philippines • Alabang Filinvest, Philippines

- Accomplished professional with expertise in monitoring daily bank transaction of the inflow and outflow for Asia and Europe regions.
- Performed cash forecast reports, contributing to effective fund management and transfer.
- Adept at analyzing and reconciling cash and bank transactions against General Ledger and assigned clearing accounts in SAP.
- Experienced in preparing comprehensive bank statements, attaching daily transaction for audit purposes.
- Utilize risk management strategies to prevent and mitigate discrepancies between accounting and ledgers and bank balances.

Accounting Specialist

May 2019 – January 2020

Max's Group Philippines, Inc. • Makati City, Philippines

- Daily recording and posting of Sales Transaction in the Oracle System.
- Skillfully manages accounts receivable credit card analysis report monthly.
- Conducted thorough audits, comparing audited sales with Daily Collection reports before posting and initiates necessary adjustment, including general ledger entries.
- Analyzes and reconciles sales data against POS reports, maintaining precision in financial records.
- Effectively communicate with various branch of Max's Restaurant, addressing issues through calls and email correspondence.
- Demonstrates expertise in preparing and submitting monthly sales report to lessors and generate sales certificate for annual business permit renewal.
- Detail oriented and professional committed to maintaining accurate financial records and facilitation efficient communication within the organization.

Accounting Associate

September 2018 – April 2019

Max's Group Philippines, Inc. • Makati City, Philippines

Intern/ Trainee – Billing Department

April 2017 – May 2017

MediCard Philippines, Inc. • Makati City, Philippines

- Knowledgeable in accurately sorting incoming payments, paying meticulous attention to their credibility and relevance.

- Performs in billing processes related to health insurance, particularly within the framework of MediCard Philippines.
- Experienced in preparing transmittal documents for delivery to various companies, demonstrating attention to detail and organizational skills.
- Adept at encoding various check and payments, updating the accounts receivable database with precision and timeliness.
- Proficient in transferring billing accounts to envelopes for delivery to other companies, particularly under the health insurance system of MediCard Philippines.

VOLUNTEER WORK

Engagement with Aeta Community

- Contributed to fundraising efforts to provide resources and support for Aeta community.
- Organized recreational activities including painting the homes of the Aeta community.

Helping the community: Living the life of a farmer

- Assisted in various aspects of farming, including planting, harvesting, and cultivating crops, contributing to sustainable agricultural practices.
- Engaged in a meaningful volunteer role by actively participating in farming activities to support and uplift the local community.

AWARDS AND HONOURS

- ERP transformation and migration award for Canada and US.
- Spot award for the Automation of Bank Statements in ERP for US and LATAM.
- Multiple Customer Service award, highlighting the ability to address client needs effectively.
- Multiple Process Improvement Award.