

SAMANTHA CASTRO

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Management Accountant

Cavite City, Cavite, Philippines



PROFESSIONAL PROFILE

Gained commendable experiences of 5 years in the field of accounting, treasury, strategy, and process improvement. As a hardworking and competitive individual, she received a Gem Nominee Award (March/April 2019) only within 1 year of joining the company, given by James Lund, CFO/COO. Those skills that she sees to enhance further will surely be her tool to serve the firm to the best of her efforts.

CORE SKILLS

- Bank Account Reconciliation
- Balance Sheet Reconciliation & Analysis
- Financial reporting
- Cash, Accounts Payable, Account Receivable, and General Ledgers
- Problem Solving
- Attention to Detail
- Oracle E-Business Suite, Citrix Console, Microsoft 365, Bank Portals

EDUCATION

BSBA Major in Management Accounting

San Sebastian College - Recoletos de Cavite, Inc.
2013 – 2017

CERTIFICATIONS

- Certified Management Accountant – Board Passer
- Registered Cost Accountant – Passer
- Member of the Institute of Certified Bookkeepers – Passer
- Civil Service Eligibility – Professional

REFERENCES

Available upon request

PROFESSIONAL EXPERIENCE

Cash Management Analyst

Financial Times Electronic Publishing Inc. | 2018 - Present

Responsibilities:

- Performing daily monitoring and identifying of bank transactions
- Providing assistance through answering email inquiries
- Sending of day-end closing cash position to stakeholders
- Analyzing and posting of journals in the general ledger
- Performing Month-End Closing
- Monitoring of intracompany and intercompany transactions in the bank statements
- Preparing of monthly bank account reconciliation
- Monitoring and providing the SOX control testing to the internal control team
- Preparing of monthly Key Performance Indicators
- Participate in and perform special tasks and projects that may be assigned
- Preparing of Fund Transfer, Spot Purchase, and Currency Sale memos for funding requirements
- Providing assistance and requirements for Audit

Key Achievement and Projects:

- Updating of 16 Editorial Accounts Reconciliations from a more than 6 months backlog
- Diligently identifying and resolving reconciling items for editorial bureaus and achieving the lowest number of unreconciled transactions
- Streamlining and automating the working files for the bank accounts globally
- Creating of working files and process walkthrough