

# FERNANDEZ, MICHELLE G.

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## PERSONAL DATA

Age: 28  
Civil Status: Single  
Gender: Female  
Citizenship: Filipino  
Date of Birth: November 17, 1995

## EDUCATIONAL BACKGROUND

**Tertiary 2012 - 2017**      **Bachelor of Science in Accountancy**  
King's College of the Philippines  
Bambang, Nueva Vizcaya

## COMPETENCIES & SKILLS

### **Communication and Interpersonal Skills**

*Communicate information to individuals or groups; deliver presentations suited to the characteristics and needs of the audience. Clearly and concisely convey information orally or in writing to individuals or groups to ensure that they understand the information and the message. Listen and respond appropriately to others. Ability to establish effective working relationships that foster organizational success.*

### **Technical**

*Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Publisher, Access), data entry, and management and proficiency in using accounting software such as Quickbooks, and SAP Business.*

### **Business Processes and Continual Improvement**

*Knowledgeable in most departmental processes, engaged in strategic planning, have walked through the execution phase and alignment of the set business accounting processes and procedures to promote continual improvement in assessing the effectiveness and consistency of the holistic business system.*

### **Reporting**

*Identify the appropriate content and communicate clearly and objectively to the intended audience, the work performed and the results as governed by professional standards, required by law, or dictated by the business environment.*

### **Financial Monitoring & Analysis**

*Monitor and collect data to assess accuracy and integrity; analyze data; ensure compliance with applicable standards, rules, regulations, and systems of internal control; interpret and evaluate results, prepare documentation; create financial reports and/or presentations.*

### **Decision Making**

*Use effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions; take action consistent with available facts, constraints, and anticipated consequences.*

## LICENSE AND CERTIFICATIONS

Certified Bookkeeper (CB)

Certified Lean Six Sigma

## TRAINING AND SEMINARS

- Transfer Pricing for Financial Transactions
- Fundamentals of Transfer Pricing
- Bookkeeping NCIII
- Lean Six Sigma
- Offline Filing, ePayment Channels, Clearance Processing, No payment/Zero Payments, Data Fix and Open Cases, Other Reminders Confirmation Webinar
- Corporate Recovery and Tax Incentives for Enterprises (CREATE) Act Webinar

## EXPERIENCES

### **1. Exactera (previously CrossBorder Solutions, Inc.) Transfer Pricing Analyst New York, USA November 07, 2022-Present**

- Collaborate with cross-functional teams to develop and implement transfer pricing policies that align with the company's global tax strategy.
- Prepare detailed transfer pricing documentation reports in compliance with local tax regulations and OECD guidelines.

- Conduct economic analyses and benchmarking studies to support intercompany pricing decisions.
- Assist in the preparation of transfer pricing reports for submission to tax authorities during audits.
- Monitor and analyze changes in transfer pricing regulations and provide recommendations for compliance.
- Participate in global transfer pricing planning and strategy meetings to optimize tax efficiencies.
- Identify and mitigate transfer pricing risks and develop strategies for minimizing potential tax liabilities.
- Utilize advanced Excel and financial modeling skills to analyze and forecast the impact of transfer pricing changes on the company's financial statements.
- Perform industry and company analyses using various public and private information sources such as S&P, One Source, Royalty Stat, and Thomson Reuters.
- Perform economic analysis using Eikon and Dealscan.

## **2. Narda's Group of Companies**

### **Bookkeeping Consultant**

**Tublay, Benguet**

**May 2022-January 2024**

- Provide expert bookkeeping and financial consulting services.
- Conduct comprehensive financial assessments to identify areas of improvement and recommend tailored solutions to enhance financial efficiency and accuracy.
- Develop and implement standardized bookkeeping processes, workflows, and internal controls to optimize financial operations.
- Assists in budgeting, forecasting, and financial planning to support strategic decision-making.
- Collaborate to ensure compliance with tax regulations and provide strategies for minimizing tax liabilities.
- Provide ongoing support to the in-house bookkeeping teams, offering guidance on best practices and addressing any issues that arise.

## **3. AIP Construction**

### **Head Bookkeeper**

**Baguio Country Club Villa**

**July 2021-May 2022**

- Manage and oversee a team of 3 bookkeepers providing guidance, training, and supervision to ensure accurate timely financial transactions and reporting.
- Develop and implement standardized bookkeeping procedures and workflows to improve efficiency and accuracy.
- Maintain complete and accurate financial records, including general ledgers, accounts payable, accounts receivable, and payroll.
- Reconcile bank statements and financial statements to ensure accuracy and consistency.
- Prepare and review monthly, quarterly annual financial reports for management.
- Collaborate with the head of finance to develop and monitor budgets, forecasts, and financial goals.
- Ensure compliance with accounting principles, tax regulations, and company policies.
- Oversee the processing of invoices, expenses, and payments to vendors and suppliers.
- Identify areas for process improvement and implement solutions to streamline bookkeeping operations.

## **4. Narda's Handwoven Arts and Crafts, Inc.**

### **Chief Financial Officer**

**Tublay Benguet**

**January 2020-June 2021**

- Overseeing the Accounting Department and ensuring that accurate accounting records are maintained and issued in a timely manner.
- Performing risk management by analyzing the organization's liabilities and investments.
- Supervising the Credit Department to set corporate credit policies and establish systems to monitor AR.
- Bank account management and administration.
- Check and review the accuracy of payroll.
- Determines Compliance with internal control procedures and seeks necessary improvements to maximize the reliability of accounting data and company efficiency.
- Prepare tax returns for monthly, quarterly, and annual filings and ensure strict compliance with BIR guidelines.
- Coordinating the tax return preparation with the external Accountant and making every effort to be fully informed on tax matters so that the tax implications on given tax matters can be identified and analyzed.
- Coordinating efforts with external auditors as they perform the year-end independent audit.
- Responsible for the annual budgeting process that includes determining guidelines and preparation.
- Preparing and presenting monthly financial reports, month-end closing, budget, variances, and cash flow reports, with internal and external audits to the CEO and Board of Directors.
- Developing and preparing reports used for management decisions regarding program progress, costs, and evaluation of appropriate expenditures and allocation levels.
- Participating in the development of the corporation's plans and programs as a strategic partner.
- Enhancing and/or developing, implementing, and enforcing policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation.
- Providing direction, defining the priorities, and setting clear expectations for the Accounting Department

## **Narda's Handwoven Arts and Crafts, Inc.**

### **Finance Officer**

**Tublay Benguet**

**July 2019-December 2019**

- Supported the Chief Financial Officer in daily financial activities, including accounts payable and receivable, payroll,

and financial reporting.

- Assisted in budget preparation, monitoring expenses, and tracking financial performance against budgetary goals.
- Conducted financial analysis and prepared reports for management to support decision-making.
- Assisted in ensuring compliance with tax regulations and other financial laws.
- Participated in the annual audit process, providing necessary financial documentation and support to auditors.

**5. Remnant International College Inc.  
Senior High School Teacher-ABM  
Camp 7 Baguio City  
Aug 2018-May 2019**

- Develop and deliver engaging informative lessons for Grade 11 - ABM students.
- Developed and implemented lesson plans, instructional materials, and assessments to meet curriculum objectives.
- Assisted in organizing and participating in school events, including parent-teacher conferences.
- Conducted one-on-one tutoring sessions with struggling students to provide additional support.
- Collaborated with colleagues on curriculum development and alignment with educational standards.
- Participated in professional development workshops and training sessions to enhance teaching skills and knowledge.
- Encouraged student engagement through innovative teaching methods and hands-on learning experiences.
- Demonstrated strong classroom management skills, maintaining a safe, respectful learning environment.

**6. Eccogas Company  
Accounting Assistant  
Ferguson Baguio City  
Jan 2017-July 2018**

- Process accounts payable and accounts receivable transactions accurately and efficiently.
- Reconcile bank statements and vendor invoices.
- Assist in the preparation of financial reports, including income statements and balance sheets.
- Maintain organized financial records and ensure compliance with accounting standards and regulations.
- Respond to inquiries from vendors and clients regarding financial transactions.
- Prepare and process employee expense reports and travel reimbursements.
- Assist in month-end and year-end financial closing procedures, including journal entries and account reconciliations.

**CHARACTER REFERENCES**

**Lyra Friaz**

Human Resource

Narda's Handwoven Arts and Crafts, Inc.

0950-662-1572

**Florenda Bentadan**

English Teacher

Remnant International College, Inc.

0938-405-5117

**Jovilyn Wangwangdan**

Accountant

AIP Construction

0915-572-1129

I hereby certify that the aforementioned information enclosed in curriculum vitae is genuine and correct to the best of my knowledge.

**MICHELLE G. FERNANDEZ**