



Melissa C Medina

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CAREER OBJECTIVE

- To seek for an employment that could provide opportunities where my full potential would be utilized.

SEMINARS and TRAININGS ATTENDED

Workshop on Budget Operations Manual for Local Government Units

Monte Vista Resort, Calamba Laguna, Philippines

303rd Naval Reserve Officer Training Corp (Female Cadet)

Westmead International School, Philippines

WORK EXPERIENCES

Record to Report Finance Specialist

SAP Philippines Inc. -Global Finance Shared Services

January 2023- present

- Market Development Funds Reconciliation & Adjustment
- Cloud Payback Expense Reconciliation & Adjustment
- Balance Sheet Reconciliations Review
- Partner Rebates Reconciliations & Clearing
- Audit and Insurance Accrual
- Travel & Expense Accrual Review
- Accrual Cockpit Utilization & Review
- Deferred Charges Review
- Royalty Cloud & Maintenance
- IFRS1 16 Reclass Review
- All Expense related Journal Entries Adjustments

Record to Report Process Specialist

Infosys BPM Philippines- (*Wella Company*)

September 2021- November 2022

- Balance Sheet Account Reconciliations
- Recurring Journals (Payroll FBT, Audit and Tax Accruals)
- Payroll Tax Calculation
- Monthly BAS GST VAT Return (Australian Government)
- Forex Revaluation (SAP)
- Tax, Headcount & PPE Statistical Journals
- P& L Monthly Reclass
- Pcard, Non PO & Diff Vendors Accruals
- SOX Controls Compliance
- Freight and Logistics Allocations
- Lapsing & Prepayments (Insurances & Others)
- Review P&L GL's for prepaid items & reclass
- Inventory & Mark Up Release and Capitalizations
- Capitalizations of Freight and Duties

PROFILE

I am a responsible person with knowledge and skills that can contribute to your company's success. I am a fast learner with passion to everything that I'm doing.

SKILLS

- Computer literate (MS Word, Power Point, Excel)
- Knowledgeable in excel shortcuts and formulas
- Adaptable and flexible in any changes
- Responsible and Hardworking
- SAP, Oracle JD Edwards, Oracle Real Estate Management System, GLI (EBS), IBM Showcase Query, Hyperion Financial Management, Microsoft Dynamics GP, SharePoint and Portal, Trintech Certification.
- SAP Proficient – 4 Years' Experience
- Ongoing Lean Six Sigma Training

EDUCATIONAL BACKGROUND

TERTIARY:

Westmead International School
Batangas City, Philippines
Bachelor of Science in Accounting Management
2010-2014

SECONDARY:

Cahil National High School
Calaca, Batangas, Philippines
Honorable Mention
2006-2010

PRIMARY:

Matipok Elementary School
 Calaca, Batangas, Philippines
Class Valedictorian
 2004-2006

PROFFESIONAL ELIGIBILITY**CAT (Certified Accounting Technician)**

Level 1 Examination Passer

T100 Basics in Accounting Process**T105 Business Process Excellence – R2R****T105 Accounting Fundamentals****T200 Certification in Accounting Processes**

Infosys BPM Philippines

A400 Basic RPA Developer

Automation Anywhere
 Infosys BPM Philippines

ORGANIZATIONS

Diversity Equality Biodiversity Council
 Infosys BPM Philippines
 May 2022

Sangguniang Kabataan Chairperson
 (Youth Council)
 Batangas, Philippines
 2010-2013

Junior Philippine Institute of
 Accountants
 Westmead International School
 2010-2014

Accenture Corporate Citizenship
 Accenture, Philippines 2015

PERSONAL DATA

AGE : 30 years old
DATE OF BIRTH : Dec 04, 1993
PLACE OF BIRTH : Calaca
 Batangas
CIVIL STATUS : Married
RELIGION : Christian
HEIGHT : 5'2"

- Monthly Payroll & Wages PC Reclass
- Annual Leave and Long Service Leave Journals
- Expense off Marketing Material, Samples and Testers
- Car lease Accrual – Volkswagen
- Top Performer – May FY22 Month End Close Reporting
- Year End Close - Roll Forward Analysis

Billing Accountant/ Junior Accountant

Logic Utilities (Pure Logic Group) – Three60 Communities
 Dubai, United Arab Emirates (*February 2017- April 2020*)

- Billing (around 4000 invoices/month) and Collection (SAP)
- Daily Receipting and Statement of Accounts (SAP)
- Credit Cards/Bank Reconciliation and Payment Allocation
- Utility Charges and Consumption Reporting
- Tenant and Owners Balances Reconciliation (SAP)
- Customer Master Data Reconciliation (SAP)
- Collection Reconciliation and Reporting (SAP)
- Analyze and attend clients concern via emails, calls etc.
- Community Recovery and Occupancy Report
- Work Closely with IT for any Billing rates/allocations from setup, testing & amendments
- Monthly Management Fee Report
- Landlord Account Reconciliation
- Recording/Monitoring Bank Loans
- Utility Invoices (Recording and Payment)
- PDC Management (Cheque Scanning Machine)
- Company Fund Flow Reporting
- Rental PDCs Withdrawal and Deferment

Intercompany Accountant (Record to Report)

Accenture Inc. –Weatherford International
 GT Tower International, Makati City (*August 2014-January 2017*)

- Bank and Intercompany Accounts Reconciliations (JDE)
- RNV Report and Payroll Entries (JDE)
- Business Unit Reclass (*US GAAP*).
- Payment Arrangement and Application
- Billing/ Booking of IC Invoices (*Ecenet Prod*)
- Preparation of Confirmation Statement (*Balance Sheet*)
- Journal Entries and BS & PL Accruals.
- Procurement to Pay Process (*SAP*).
- Monthly General Accounts Reconciliation (*Trintech*)
- Hyperion Financial Management HFM vs General Ledger
- Balance Sheet Reconciliation. (*IBM Showcase Query*)
- Reviewer of Intercompany Accounts Reconciliation
- Accenture A-list Awardee 2015
- Part of Accenture Planning and Control and Operational Excellence

Character references are available upon request.