

JADE BLISS VILLAR APANTO

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CAREER OBJECTIVE

To be able to have a job that will enhance my skills through attaining more knowledge about the field of business in practice for me to be able to gain experiences that would help me out in achieving personal and professional growth so to become one of the productive employees of your company.

CAREER HIGHLIGHTS

Deutsche Knowledge Services Pte. Ltd. (DKS)

- During my first month in the company, I already undergo training while processing month end and quarter end tasks
- Being involved in project meetings such as daily close, SAP S4 HANA, etc.

Bayer Business Services Philippines, Inc. (BBSPI)

- Being one of the Company Responsible that undergone Pilot Testing of both ACAP and 8 Status ICS Automation via SAP GRC (PE4)
- Being one of the Trainer in MD Refresher Training
- Being one of the creators of a Master Data related Ask Video Training

Team Pacific Corporation (TPC)

- 2nd Place, Quality Circle Competition (Group) – April 2015
- Being a member of a Quality Circle Group (Batch 1 and 2)
- Being a member of Company's Project Team
- Being a member of Material Requirements Planning (MRP) project team
- Being the Company's Overall Committee Chairman 2017

D Big Man Shining Business Inc. (DBMSBI)

- Created a formula based excel worksheet for payroll processing
- I am the only accounting staff in the company who processes the accounting related tasks

WORK EXPERIENCE

Deutsche Knowledge Services Pte. Ltd. (DKS) - Taguig City

Associate - Financial, Regulatory and Risk Reporting Analyst – Treasury and Business Finance

March 2022 - October 2022

- **Financial Control and Analysis** function performs:
 - a. Various period-end activities inclusive of but not limited to journal postings, MAFA (Management Accounts vs Financial Accounts) and FOBO (Front Office vs Back Office) reconciliations, hedge accounting and substantiating balance sheet accounts - to ensure accuracy and completeness of financial and risk reports for multiple legal entities globally.
 - b. Reconcile and close the month-end General Ledger for the accounts (Balance Sheet and P&L) for the product(s) relating to the Business and Entities within the SLA and adjust ledger to reflect structured trades and Accounting GAAP.
 - c. Investigate and clear exceptions/break items, interacting with Revenue Control and Analysis, Operations and Transaction Accounting teams to ensure that MAFA and FOBO reconciliations of all forms are clean and aged breaks have clear ownership and defined escalation process.
 - d. Improve processes and linking this to the upstream/downstream processes and outputs.
 - e. Implement standardization to methodologies and outputs.
 - f. Drive and coordinate strategic initiatives and engaging with multiple stakeholders across the globe and be a change agent by maximizing efficiencies and enhancing control.

Bayer Business Services Philippines, Inc. (BBSPI) - Taguig City

November 2017 - January 2022

- ***Senior Associate - Financial Accounting 7 - North America 2: (Nov 2019 - Jan 2022)***
 - **US Company Responsible**
 - General Ledger and Reporting Company Responsible (Bayer U.S. LLC) - Nov 2019 to Jan 2022
 - General Leger Company Responsible (Bayer Corporation) - Nov 2019 to Jan 2022
 - IFRS16 Account Clearing and Monitoring (Bayer CropScience) - Sep 2019 to Apr 2020
- ***Associate - Financial Accounting 7 - North America 2: (Jan 2018 - Oct 2019)***
 - **US Company Responsible**
 - Reporting Company Responsible (Bayer U.S. LLC) - Mar 2019 to Oct 2019
 - General Leger Company Responsible (Bayer U.S. LLC) - Feb 2018 to May 2019
 - End-to-end Company Responsible (Bayer Corporation) - Jan 2018 to Jun 2018
 - a. **Asset Management**
 - 1. Conducts daily Purchase Order Control monitoring and checking.
 - 2. Communicates any error encountered during asset checks to the US accounting counterpart for timely correction.
 - 3. Performs Asset Retirements, Acquisitions and Transfers using SAP.
 - 4. Executes Monthly Asset closing using SAP Runbook Tool.

- b. **General Ledger**
 - 1. Ensures postings to the General Ledger using SAP Workflow and Posting Assistant Tool are timely and accurate.
 - 2. Completes Monitoring, Clearing and Reconciliation of Accounts.
 - 3. Ensures that all the GL - ICS related controls were performed in accordance with Desktop procedure.
 - c. **Closing**
 - 1. Executing specific Runbook steps on timely manner as specified.
 - 2. Performs and monitors closing activities such as GR/IR Reclassification, Revenue Recognition and Accruals and Deferrals Reviews.
 - 3. Communicating and solving errors encountered during weekly and monthly closing.
 - d. **Reporting**
 - 1. Check errors based on Global Reporting Directive and propose corrections if necessary.
 - 2. Analyzes and resolves validation errors for Group Consolidation Reporting.
 - 3. Responsible for the release of Net Sales data and Hand-over of Bayer monthly reports (Balance Sheet and Income Statement) to Accounting Platforms.
- **General Ledger Master Data Contact for FA7 - NA2 - Jan 2018 to Jan 2022**
 - a. Ensures that SSF request for any MD related concerns for all the NA2 Company codes are being cater on time.
 - b. Ensures that all account creation and change of account settings are according to approved global settings.
 - c. Perform ICS control for GA-10-10-100.
 - d. Ensures that all the updates for master data and account monitoring has been properly aligned to the team.
 - e. Helps to address existing issues for each master data and open items and identify room for improvement.
 - f. Creates slides and discuss Master Data and Monitoring of Accounts status of the Team during Post Close calls.
 - g. Assists AccPs, teammates, MD contacts and CRs if they have any GL - MD concerns.
- **Team Key User**
 - a. **Reporting Module Key User - Mar 2019 to Jan 2022**
 - 1. Collaborates with other reporting key users in FA.
 - 2. Support and back-up on any Reporting related task.
 - 3. Ensures data package of team are appropriately and timely prepared.
 - 4. Diligently studies module to increase expertise and for knowledge transfer.
 - b. **Knowledge Management Key User - Mar 2019 to Jan 2022**
 - 1. Provides and grant sharepoint access to AccP and any other Bayer Colleagues that needs an access to it.
 - 2. Ensures that previous year files were archived properly to file server.
 - c. **General Leger Module Key User - Jan 2018 to May 2019**
 - 1. Assist teammates on any GL related issue and concern.
 - 2. Ensures timely cascading of any GL related information and updates to other team members.
 - 3. Collaborates with other GL key users in FA.
 - 4. Support and back-up on any GL related task.

5. Ensures that all GL-ICS of the team are appropriately and timely performed.
 6. Diligently studies module to increase expertise and for knowledge transfer.
- ***Associate - Financial Accounting 6 - UKI/MEA/SEA/MD.MAP.AKM: (Nov 2017 - Jan 2018)***
 - Main General Ledger Master Data Contact for FA3 (JP/KR/ANZ)
 - Back-up General Ledger Master Data Contact for all FA LEs in SCM

Team Pacific Corporation (TPC) - Taguig City
August 2015 - November 2017

- ***Inventory and Property Accountant / Payable Accountant: Dec 2016 - Nov 2017***
 - **INVENTORY ACCOUNTING**
 - a. Maintain accurate inventory balances.
 - b. Monitoring and preparation of reports regarding receipts of materials.
 - c. Preparation of journal entries of all transactions related to inventories and utilities.
 - d. Responsible in updating item unit cost in oracle system whenever applicable.
 - e. Prepare balance sheet schedules on assigned accounts.
 - f. Prepare analysis of materials and utility consumption.
 - g. Preparing and monitoring of count sheets to be used in monthly / quarterly / year-end inventory taking.
 - h. Act as a coordinator during monthly / quarterly / year-end physical inventory (WIP, Line Materials, etc.) with other Inventory Coordinators and also with external auditor during year-end inventory.
 - i. Valuation of Line Materials counted during monthly / quarterly / year-end inventory.
 - j. In-charge of scrap witnessing.
 - k. Other task assigned by my immediate supervisor / section head / manager.
 - **PROPERTY ACCOUNTING**
 - a. Maintaining updated data information on Oracle Fixed Assets system for all property, plant and equipment for both company-owned and consigned fixed assets.
 - b. Ensuring proper documentation is followed and all transactions are in accordance with fixed assets policy.
 - c. Monitoring of received assets to ensure booking of assets were properly recorded.
 - d. Acting as coordinator for activities involving capital assets.
 - e. Monitoring and updating for additions and retirements.
 - f. Updating the system once fixed asset is capitalized or retired.
 - g. Preparation of journal entries of all transactions related to fixed assets such as depreciation, additions and retirements of fixed assets.
 - h. Prepare balance sheet schedules on assigned accounts.
 - i. Always ensuring full insurance coverage of company assets.
 - j. Other task assigned by my immediate supervisor / section head / manager.
 - **PAYABLE ACCOUNTANT**
 - a. On-time processing of Payable Voucher for Indent Suppliers.
 - b. Preparing and monitoring of PV transmittal.
 - c. Monitoring of prepayment (Advances to Suppliers) account if item was already received and applied.

- d. Monthly preparation of Accounts Payable Summary.
- e. Monthly journal entries for accruals and prepayments.
- f. Preparing Balance Sheet schedules and analysis on assigned accounts.
- g. Process other payables other than payable for indent suppliers when payable accountant is not around.
- h. Preparing BIR 2307 (Certificate of Creditable Tax Withheld at Source).
- i. Other task assigned by my immediate supervisor / section head / manager.
- **OTHER ACCOUNTING DUTIES**
 - a. Filing of BIR 2550M and 2550Q (Monthly / Quarterly Value-Added Tax Declaration).
 - b. Filing of BIR 1603 (Quarterly Remittance Return of Final Income Taxes Withheld).
 - c. Monitoring and communicating all company insurances to Insurance Company.
- ***Planner 1 - Materials Planning and Control (MPC): Aug 2015 - Nov 2017***
 - Planning, controlling and reviewing the ordering of materials.
 - a. Running the reports via Oracle System.
 - b. Checking actual inventory at Warehouse and Production.
 - c. Checking system inventory versus actual inventory.
 - d. Analyzing and monitoring the withdrawal of items.
 - e. Investigates any change on the trend of consumption.
 - f. Reviewing current inventory and in transit versus forecasted demand of each material.
 - g. Always initiates the communication on any material related concerns to concerned departments.
 - h. Generating purchase requisition once item is not enough to support future loading.
 - Planning and controlling the ordering of exclusive materials of a customer.
 - a. Sending material's monitoring reports to Customer.
 - Have been handled almost all the materials category.
 - Acting as a Senior Planner to my co-MPC Planners.
 - a. Attends meeting as a representative of MPC Group.
 - b. Teaching them planning techniques.
 - c. Helping them to analyze their accounts.
 - Scheduling delivery of items with outstanding order.
 - a. Sending follow – up to Purchasing Department regarding deliveries.
 - b. Sometimes sending emails regarding follow – up on delivery schedule directly to suppliers.
 - Creates and sends materials related reports to concerned departments.
 - Defining company owned stock numbers in Oracle system.
 - a. Defining and encoding new stock items in the system.
 - b. Updating the description of an item in the system.
 - c. Defining item conversion on the system.
 - Participating in the inventory counting activities at Warehouse and Production as an Auditor / Checker.
 - Being a member of a Quality Circle Group.
 - Being a member of Company's Project Team
 - Performing other duties as per assigned by my immediate Supervisor or Manager

D Big Man Shining Business Inc. (DBMSBI) – Mandaluyong City

Accounting Staff - General Accounting: June 2014 - April 2015

- Doing the general accounting procedures of the company it includes:
 - a. Prepares payroll for officers, office staffs, and employees assigned to clients.
 - b. Checking daily time records of employees.
 - c. Prepares billing attachments and billing invoices.
 - d. Making an aging analysis of accounts receivables.
 - e. Prepares check voucher and cash vouchers.
 - f. Doing the cheque for payment (utilities, rentals, SSS, PHIC, HDMF, BIR).
 - g. Process the employee's government contributions.
 - h. Filing and sorting of documents such as check vouchers, cash vouchers, utility bills, BIR payments, government contribution payments, etc.
 - i. Assist the accountant of the company in preparing other BIR forms for payment.

QUALIFICATIONS

- Possesses good interpersonal and communication skills.
- Manages multi-tasking efficiently.
- Has keenness for learning and high stress tolerance.
- Proven team player, alert, flexible and trainable.
- People and work oriented.
- Computer Literate (MS Word, Excel, Power Point, etc.)

EDUCATIONAL BACKGROUND

Tertiary:	Saint Vincent de Ferrer College (SVFC) SVFC Compound, San Vicente Ferrer St. Area D. Brgy. 178 Camarin, Caloocan City Bachelor of Science in Accountancy 2014 – 2015
	University of Makati (UMak) J.P. Rizal Ext., West Rembo, Makati City Bachelor of Science in Management Accounting 2010 – 2014
Secondary:	Union National High School (UNHS) Union, Dapa, Surigao del Norte Valedictorian 2006 – 2010
Primary:	EM'S Signal Village Elementary School (ESVES) Central Signal Village, Taguig City 2000 – 2006

PERSONAL INFORMATION

Age 29, born on August 23, 1993 in Taguig City. Male, stands 5'6" 165 lbs., single, speaks English, Filipino, and Visayan.

CHARACTER REFERENCE

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I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Jade Bliss V. Apanto
Applicant's Signature