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Career Objective: To secure a position that will fully develop and utilize my skills in leadership, communication, public relations, management, organization, and Administration in addition to Accounting, Finance, and Sales & Marketing.

Work Experience

Payreto Services Inc

Finance and Accounting- Supervisor

Makati City

September 2021- present

- Oversees the preparation of periodic financial statements and the corporate annual report.
- Ensures that financial reports comply with generally accepted accounting principles or financial reporting standards.
- Assists external auditors and provides required statements and information for the annual audit.
- Reviews budget reports and assists other departments to prepare annual budgets.
- Coordinates the preparation of the corporate tax return.
- Maintains a documented system of accounting policies and procedures.
- Complies with local government requirements.
- Identifies and recommends updates to accounting processes and procedures.
- Performs other related duties as assigned.
- Assisting staff members in the preparation of monthly and quarterly accounting reports.
- Analyzing financial statements to ensure accuracy and compliance with generally accepted accounting practices.
- Identifying potential cash flow problems and financial irregularities.
- Liaising with department heads to ensure that each department remains within budget.
- Accurately preparing tax returns and ensuring that company taxes are paid in a timely manner.
- Performing reconciliations of general ledger accounts.
- Providing regular updates to management regarding company finances.
- Ensuring that the company maintains compliance with accounting legislation.
- Analyzes financial reports in relation to current budget and prior year information.
- Audits expenditures, ensuring compliance with the accounting procedures of the organization.
- Balances and reconciles accounts; adjusts and corrects daily journal entries.
- Monitors expenditures and prepares monthly financial statements and administrative reports.
- Provides technical support to clerical and professional staff.
- Prepares quarterly and annual statements.

Supervisory – Duty

- Supervising and providing overall guidance to account clerks as well as junior accounting staff.
- Oversees Accounting operations, which include financial accounting, accounts payable, and payroll.
- Recruits and hires accounting staff and conducts performance evaluations.
- Implements training for new hires and identifies training opportunities for current staff.
- Oversees the system of internal controls over accounting functions to minimize risk.
- Handles discipline and termination of employees as needed and in accordance with company policy.

BDO Roxas Cruz Tagle and Co.
Business Solutions and Outsourcing
Senior Accounting Associates
Makati City
November 21, 2019- July 10, 2021

· **Handled several corporate clients in the following industries comprised of 3 Junior Associates and 10 Associates:**

○ **Consumer Products, multi-level marketing, Household goods**

➤ **Expense Reporting Team Lead**

- Responsible for all reimbursements from associates up to Top level managements
- Responsible in ensuring that all channels transactions are completely loaded and posted in proper GL account
- Handling cash disbursements for 112 branches
- Preparations of schedules of in relations to the cash disbursements
- Reclassification, Journal entries and reconciliations of all schedules
- Responsible for all submitted Official receipts are in line with BIR compliance for tax purposes
- Collaborating with AP, Treasury, Tax and Commission Department
- Attending to all inquiries in relations to expenses of employees

➤ **Branch Accounting and Commission Process Team Lead**

- Responsible of Implementation, Control, and Monitor of compliance of Channels with existing Company policies and procedures: Collection, DM/CM, OR Submission, Sales force & Branch Partners earnings
- Responsible in managing channels' licenses and business permit requirements -LGU and BIR
- Responsible in ensuring that all channels transactions are completely loaded and posted in proper GL account
- Responsible in facilitation of accuracy and on-time pay-out of sales force and branch partners earnings
- Responsible for the assurance and completeness of the computation for the following fees or earnings of 112 branches of the client:
 - SF- Service Fee
 - RF- Referral Fee
 - LF- Leadership Fee
 - CF- Commission Fee
 - Candidacy Bonuses
- Reconcile and ensure accurate SL and GL A/R Balances
- Preparations of Financial Cut-off entries for all computed commissions
- Provide support and immediate feedback on branches queries and concerns

➤ **Credit Management Group Team Lead**

- Support the achievement of the collection efficiency standards of the client (i.e. Bad Debts vs Net Sales Value)
- Provide necessary credit support in the delivery of sales target of the client
- Effectively and efficiently manage client's cash resources and provide blanket insurance of protections for all insurable assets against any kind of risk

➤ **Retail Food Industry**

- Responsible for accounts payable/receivable, cash receipts,

general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc.

- **Film Production Industry**
 - Responsible in Tax compliance and government statutory
- **Telecommunications service provider**
 - Responsible in Tax Compliance and government statutory
- **Shared Services for International Account in BPO industry**
 - S4 HANA SAP adviser
 - Responsible in updating cash flow
 - Responsible for accounts receivable for the 3 different continents (NA, South America, Australia and Philippines) making sure that all cash are reconciled in their respective banks on S4 HANA SAP
 - Responsible for tax compliance based on Federal Internal Revenue

MGM & Co., CPAs

Business Solutions and Outsourcing

Sr Accounting Associates

Makati City

Jan 2019- September 2019 - Project base

- Handling 5 Accounting Associates comprised of Juniors
- Responsible for accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc
- Monitor and analyze accounting data comprised of 25 clients: 5 clients each for my associates
- Reviewing my Associates output for business review's purposes to the clients • Handling my own designated 5 clients comprised of sole proprietorship, partnership and corporation
- Regularly produce financial reports and/or statements
- Adhere to proper accounting methods, policies and principles
- Perform and oversee annual audits including Tax analysis
- Respect accounting policies and procedures in line with the requirements of clients and developed with your manager.
- Manage month-end closing of accounts and prepare clients' financial reports in collaboration with your manager.
- Preparation of all tax filings in compliance with BIR and statutory agencies

Star Business Centers Inc. Makati City
Offices of Joe Maristella III – AAP Affiliated
Sr Xero Accounting and Project Manager
Freelancer/Part-Time
Jan 2019- April 2019

- Handling the real-estate property of the business which is the agricultural subdivision engaging into property development for the buyers
- Working hand and hand with the Engineers and Brokers
- Preparing permits for the property such as HLURB, License to sell, contract to sell and any other necessary permits which are necessary for the land property
- Preparing the P&L of each and every property
- Making sure that it is balance and reconciled with the bank through Xero accounting software
- Preparing commission schedules for the agents and brokers
- Preparing due diligence for acquiring new property
- Working hand and hand with legal team
- As a Project Manager, I support the plans, programs and policies of the Management. Furthermore, I commit myself in protecting the interests and prerogatives of Management
- Perform Adhoc for the team
- Prepare financial reports

Star Business Centers Inc. Makati City
Offices of Joe Maristella III – AAP Affiliated
Xero Accounting Specialist –
Freelancer/Part-Time
November 2018- December 2019

- Ensure that company accounting/financial transactions are logged in Xero, as well as use Xero to create budgets, manage expense claims, reconcile bank statements, manage bills, manage pay runs, etc.;
- Ensure match on employee logged hours from TSheets to Xero Pay Run;
- Ensure proper documentation of receipts, invoices, legal files, and other • Finance/accounting-related documents;
- Verify and process reimbursements and disbursements;
- Perform and verify various accounts reconciliation (e.g. bank) activities within deadline;
- Produce financial/accounting reports periodically;
- Prepare documents and reports necessary for financial audits;
- Prepare monthly financial statements;
- Handle other administrative tasks as required and needed for this role
- Manages compliance of the company and its clients on all tax and accounting standards by verifying accuracy of payment and tax returns;
- Monitors, reviews, and conducts analysis on tax planning opportunities and strategies, tax risks, and other tax issues;
- Assists in complying with annual audit requirements, filing with the corresponding government agencies and coordination with external auditors of both the company and the clients;
- Provide guidance to the Finance and Accounting Team in improving existing procedures and systems that will ensure high-quality customer service

Anderson Group Inc
Outsourcing Network
Dains Accountants
Taguig City
Sr Team Manager
October 2017-October 2018

- Responsible for the overall strategic direction of the business alongside the Client Services Manager. This includes the management of the company's resources and the formulation of plans and strategies to make sure that the vision of the company is achieved. Handling the Dains Accountant Campaign and working closely to Managing Partner, Forensic Accountancy Partner and Employment Services Tax Partner. Making sure the following are up to date:
 - CCH - Timesheet
 - Engagement letter
 - Payroll
 - Credit Card Analysis form
 - Cash expense claim
 - Disbursement and reimbursement
 - Cash flow
 - EBITDA
 - Business Valuation
 - Drafting of legal letters or affidavit for Forensic Accountancy
 - Reviewing accounting staff workloads and quality
 - Monitor group chargeability
 - Identify commercial and fiscal opportunities
 - Technical research and development
 - As required proofread and/or publish technical issue publications
 - Maintenance of new and old client records / files
 - Bookkeeping
 - Generate management reports that are necessary for daily operations and for providing accountability and problem identification for the client
 - Identifying problems in any area of the client's practice, bringing them to the attention of the consultants and proposing and implementing solutions.
 - Develop industry networks and contacts
 - Pro-actively seek and investigate opportunities on behalf of clients

Health and Life Tax, Accounting and Practice Advisers.

Adelaide, Australia

(Project based)

Head of Accounting Associates for Non- CPA

October 2016 –September 2017

- Prepare financial accounts, monthly management reports, GST reports and tax
- returns for individuals, trusts, companies and partnerships
- Prepare FBT returns and BAS (Business Activity Statement)
- Establish and maintenance of accounting documents for clients as instructed by the consultants/managers and spreadsheet preparation
- Maintain company registers
- Managing the following accounts through SAP S/Hana System
 - Billing and Revenue management
 - Procurement
 - Receivable management
 - Asset
 - Logistics executions and warehouse management
- Act as an intermediary between senior management, clients and external Suppliers (e.g. ATO, ASIC, solicitors, financial institutions)
- Classify client work according to client priorities
- To ensure client work proceeds smoothly and efficiently
- Maintenance of new and old client records / files
- Bookkeeping
- Generate management reports that are necessary for daily operations and for providing accountability and problem identification for the client.
- Identifying problems in any area of the client's practice, bringing them to the attention of the consultants and proposing and implementing solutions.
- Develop industry networks and contacts
- Pro-actively seek and investigate opportunities on behalf of clients
- Working with the client's staff members, attending to staff matters to ensure continuous communication
- Keep the managing director/consultants informed
- Identify problems regardless of their source or cause
- Assist managers with problem solving
- Create a positive atmosphere in the clients' practice
- Work effectively with all workers in the clients' premises
- Benchmarking and the Good, Bad & Ugly report
- Preparation and development of Practice Products and services
- Identifying problems in any area of the organization, bringing them to the attention of the CEO, consultants, managers and/or directors, and propose and implement solutions
- Any other client duties as deemed necessary.
- Assist the Manager with:
 - Reviewing accounting staff workloads and quality
 - Monitor group chargeability
 - Identify commercial and fiscal opportunities
 - Technical research and development
 - As required proofread and/or publish technical issue publications

Dell International Inc
Round Rock, Texas
POS Chat
System Sales
October 2011-2016

Dell Financial Services- Sr Financial and Sales Manager

- Handling the outsourcing companies based in the Philippines for B2B and B2C.
 - A strong advocate of open communication, adept in structured project management and creates recommendations using process tools and business intelligence for analytics and to drive performance.
 - Manage teams and monitor chats and coaching to enhance the quality of service as well as metric goals.
 - Works out a game plan necessary to achieve service level and quality level.
 - Ensures that agents are empowered with the required skills and techniques to avoid customer complaints and escalations.
 - Training and coaching new hire to properly equipped them with the necessary skills prior to be endorsed on the operations floor.
 - In TELUS, I report directly to the Senior Sales Support Advisor (Client), Senior Operations Manager and Operations Manager. Provide analysis of operational results, establish strategies and goals for operations directors and managers and participate in weekly, monthly and quarterly performance reviews. Serves as the primary interface with clients, ensuring that the metrics that sets by client are fairly meet participates in interval business reviews and maintains good working relations.
 - Liaise with the Client Services, Sales and Marketing teams. Accountable in managing a team comprised of Team Managers and Front Line members responsible for delivering a good performance in Dell Financial Services.
 - Analyzes business data, providing assessments of trends, identifying causes and explaining variances from goals.
 - Creates and distributes routine and ad hoc reports.
 - Develops and prepares business presentations for Team-level scorecard, Weekly, Monthly, Quarterly and Yearly Business Review.
 - Works with North America Chat Business Managers and Analysts to develop new process and reporting initiatives across all sites.
- ❖ **Achievements:**
- 52 consecutive weeks above 110% Attainment to goal
 - QNO Initiative Revenue uplift amounting to \$2.5M
 - URM Project Revenue uplift by 29% which equates to \$16.3M
 - Six Sigma Yellow Belt Certified (Unit, Revenue, Margin project)
 - Highest scores attainment in across TIP in Six Sigma Yellow belt Exam · FY14 -15 Top Performing Coach

**Consumer/MPP Chat
System Sales
October 2013 – October 2014
Sr Team Leader**

- Handled a new hire team for for Dell Consumer/MPP Chat
- Manage new hire team with 17 team members and monitor chats and coaching to enhance the quality of service as well as metric goals.
- Analysis of team day-end, Weekly and Month-To-Date report for monitoring sales and quality opportunities.
- Working on their payroll
- Creates and distributes routine and ad hoc reports such as capacity planning, scheduling and invoicing for the client.

**Consumer/MPP Chat
System Sales
July 2012**

Sr Customer Interaction Associate (Chat)

- Responsible for selling client products and services, and financing options via web/chat and outbound calls and email correspondences
 - ❖ **Achievement:**
 - Top DFS Performing agent Q3FY13
 - ❖ **Mentorship:**
 - **DFS Advocate**
 - Mentoring new-hired representatives by means of side-by-side coaching, remote barging and feedback sessions, analysis of team day-end, Weekly and Month-To Date report for monitoring coaching sales and quality opportunities.

**Dell Apos Voice,
Sales Department
October 2011-**

Inbound Customer Interaction Associate

- Responsible for taking inbound sales calls from individual consumer, companies, organizations, universities, branches of government, and hospitals affiliated with DELL.
 - ❖ **Achievement:**
 - Top Performing agent Q1FY12
 - ❖ **Mentorship:**
 - **Sales Advocate**
 - Mentoring new-hired representatives by means of refreshers and sharing best practices to the team, coaching and feedback sessions to properly boost new-hired salesmanship.
 - Analysis of team day-end, Weekly and Month-To-Date report for monitoring sales and quality opportunities.

Trainings, Workshops and Seminars

S4 HANA SAP Certified

March 2021

Certified SAP Adviser

Orica Inc

Trainer: Michelle Acuba

Xero Refresher Training

November 2019

Xero Certified

BDO Roxas Cruz Tagle and Co.

Trainer: Jefferey Tugadi, CPA

Xero Training

August 2017

Xero Certified

Health and Life Tax, Accounting and Practice Advisers – Adelaide,

Australia Trainer: Jonathan Cadeiux

MYOB Training

January 2017

MYOB Certified

Health and Life Tax, Accounting and Practice Advisers – Adelaide,

Australia Trainer: Jonathan Cadeiux

QuickBooks Training

January 2017

Quickbooks Certified

Health and Life Tax, Accounting and Practice Advisers – Adelaide,

Australia Trainer: Jonathan Cadeiux

SAP Training

March 2016

SAP Certified SAP ECC FI (Financial Accounting)

Health and Life Tax, Accounting and Practice Advisers – Adelaide,

Australia Trainer: Thomas Micheal

Analyzing Financial Position Seminar

February 2016

Certified Financial Analyst

DLSU - PbCom Makati City

Microsoft Basic SQL Server Training

August 2014

Certified Microsoft Basic SQL Server

Dell International Philippines – Araneta Cubao

Trainers: Ms Audrey Villanueva

Lean Six Sigma Yellow Belt Training

July 2014

Certified Six Sigma Yellow Belt

Dell International Philippines – Market Market Taguig
City Trainers: John Lucio and Ines Templo
Dell System Expert
June 2014
Certified Dell System Expert

Dell International Philippines - Araneta Cubao
Trainers: Mr Raphael Urbano
PSW (Presentation Skills Workshop)
Dell International Philippines - Libis Quezon
City November 2013
Trainer: Ryan Rodriguez

Coaching Excellence Certification
July 2013
Certified Coaching Excellence
TELUS International Philippines – Araneta
Cubao Trainer: Jen Alzona

Microsoft Program Certification
January 2013
Dell International Philippines – Araneta Cubao
Certified Microsoft Program Expert
Trainer: Maria Jesusa Krishna Santos

PEP (Personal Empowerment Program)
August 2012
Dell International Philippines –Araneta Cubao
Dell Product Specific Training.
October 2011

Certified Product Specialist.
Dell International Philippines –Araneta Cubao
Mr Lew Albert Fallorina

Communications Skills Training
Dell International Philippines-Araneta Cubao
October 2011
Trainer: Richard Godoy and Victoria Santos

Other Skills

1. Proficient in MS Applications (Excel, PowerPoint and Word)
2. Business process improvement.
3. Data Analyst
4. Xero Certified
5. MYOB Certified
6. QuickBooks Certified
7. SAP Certified SAP ECC FI
8. Certified Financial analyst
9. Certified Six Sigma Yellow belt
10. Certified Microsoft Program Expert
11. Certified Microsoft Basic SQL Server
12. Certified Coaching Excellence
13. Certified Dell Product Specialist.
14. Certified S4 HANA SAP Adviser

Personal Data:

Age: **30 years old**

Sex: **Male**

Birth Date: **July 31, 1992**

Birthplace: **Rosario, Pasig city**

Civil Status: **Single**

Citizenship: **Filipino**

Religion: **Roman Catholic**

Educational Background:

Elementary **Rosario Elementary School**

Rosario, Pasig City

SY: 1999-2005

Secondary **La Immaculada Concepcion School**

Malinao Pasig City

SY: 2005-2009

Tertiary **Far Eastern University**

Morayta, Manila

2009-2013

Course: **BS Accountancy**

CHARACTER REFERENCE: **Available upon request.*

I HEREBY CERTIFY that the above information is true and correct to the best of my knowledge.

JULIUS R. VILLARIAZA