

CATHERINE ONA



PROFILE

Detail-oriented Certified Tax Technician and top 10 Registered Cost Accountant with 9 years extensive experience in Financial Reporting and Analysis and optimize to drive operational excellence and efficiency across the organization. Experienced in Financial Statement Review, General Ledger/Accounting and closing activities as well as leading multiple projects related to acquisition and process improvements. I have developed and implemented multiple strategies and initiatives to improve financial performance and enhance business satisfaction.

WORK EXPERIENCE

SHELL SHARED SERVICES ASIA B.V

R&A Financial Accounting and Controls Senior Analyst
(Job Grade 5/ Lead- IC)

May 2023- January 2025

- Delivers process and entity requirements for projects, including but not limited, to project scoping, design, build, knowledge management, testing, cutover, hyper-care, and ramp-down/residual activities.
- Works and collaborates with other R&A FAC MLA teams, as well as FiB, FP&A (Chennai), PMG, and other FO in delivering step-by-step portfolio requirements that touches on R&A FAC.
- Serves as primary focal point on all projects or program support related activities for change-and-engage and project governance requirements; responsible for cascade of updates to entity-process team.
- Serves as capability building and knowledge management arm for S&D portfolio to de-risk all processes, program/tools, and controls, while ensuring knowledge is retained and expertise are built in the long-run (amidst ramp-down and turnovers).
- Responsible for project financial close-out Project-to-Assets, materials management support, etc., as well as Master Data requirements.
- Performs thorough analysis of unique and complex accounting issues for due diligence and proper accounting treatment.

Certified Tax Technician
Registered Cost Accountant



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IMMEDIATELY AVAILABLE



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EDUCATION

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES (PUP)

Master's in Business Administration
(MBA) Major in Financial
Management
March 2021- ongoing

MANUEL S. ENVERGA UNIVERSITY FOUNDATION CANDELARIA INC.

Bachelor of Science in Accountancy
CUM LAUDE

Loyalty Awardee
June 2014- April 2018

PROFESSIONAL SKILLS

- Proficiency in Microsoft applications
- SOX Control
- IFRS, USGAAP and HGB Reporting
- Tax computations
- Proficient experience in accounting systems : SAP,S4 Hana, Workday, Blackline, Power BI, P2p and Oracle
- Financial Accounting and Reporting
- Project management
- Process Improvement
- Risks and Control

PERSONAL SKILLS

- Team Leadership
- Problem Solving
- Strategic Planning
- Intercultural communication competence
- Team Player
- Creative

CERTIFICATIONS

- Certified Tax Technician
- Registered Cost Accountant (TOP 10)

CHARACTER REFERENCE

Available upon request

- .Acts as country R&A representative on technical changes to the system, IFRS changes and other group initiatives outside standard operational scope.
- Coordinates MEC/QEC (Joint Venture activities, review, make SAP entries, Extract SAP data). Responsible to correct and timely results recording & reporting in ERP. Produce Monthly Group (R1), MI (SFS/CAPIN/OPEX) and Annual Statutory Report.
- Ensures monthly and quarterly financial reporting processes, as well as ensuring balance sheet reviews, are accomplished; shall be in charged with MJE's, and write-offs.

Project Financial Reporting Analyst July 2022-January 2023

- Defines KPIs and workplans and steers the team towards achieving these objectives. Proactively shares best practice, ideas and insights with colleagues and provides and requests (functional) feedback.
- Accountable in ensuring accurate and timely preparation of Financial Statements and disclosures for complex Joint Ventures operated by Shell Pipeline Company LP in accordance with the provisions of the JV agreements.

DEUTSCHE KNOWLEDGE SERVICES

Entity Close Accounting Senior Analyst- London UK Head office April 2019- June 2022

- Prepares Monthly, Quarterly, and Annual inputs to the financial reports of head office London Branch.
- Ensures all transactions are correctly accounted for and provides a golden source financial information data set upon which all internal and external reporting is based.
- Primarily responsible for timely and accurate delivery of all financial and/or regulatory reports including financial statements, additional disclosure and statistical requirements, inter-unit clearing and other reports in accordance with IFRS and HGB submission and consolidation to Head Office in Germany.
- Gathers, polishes and reports data for local/regulatory reporting.
- Performs subledger and general ledger reconciliation.
- Performs Quality Assurance (QA) in the Financial Statement balances Quarter on Quarter movement analysis and providingcommentaries.

- Review of late adjustments— validating the accounts, checking of out of balance, validation error and unmapped transactions.
- Participating in Process Improvement utilizing Excel's macro tool and Power BI
- Mainly involved in Intra P&L transactions and investigating P&L Validation error/illogical balance

CITIBANK ROHQ NA

One Accounting Accruals & Adjustment- Assistant Manager June 2017- December 2018

- Supports the management and control data flows to and within Finance applications to ensure integrity and completeness of data, including by preparing and recording financial transactions for legal vehicle and regulatory reporting purposes, updating the general ledger, recording financial transactions and preparing of Consolidated Financial Statements in accordance with management reporting requirements.
- Responsible for accurate reporting of accounting reconciliations on Citi reporting tools.
- Appropriately assess risk when business decisions are made, demonstrating particular consideration for the firm's reputation and safeguarding Citigroup.

Integrated Close Posting team- Financial Analyst- ASIAN countries December 2014- May 2017

- Performs overall preparation, review, posting and reasonableness check of Financial and Management adjustments, to be posted in Citi reporting systems.
- Analyzes and performs investigation of any major variance for account balances.
- Analyzes compliance and non-adherence to validation checks and threshold requirements.
- Posting of accruals and adjustments and adhoc requests in a timely manner.
- Participates in regional and in-country projects that promote innovation, cost savings and process improvements.
- Updates process documentation (desktop procedures on assigned process including internal controls.
- Acts as Finance point person with regards to special requirements requested by auditors.