

FINANCE AND OPERATIONS MANAGER

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PROFILE

Detail-oriented professional with 17 years of experience in banking and finance, skilled in people, accounting and operations management. I am eager to bring my expertise to your team and looking to make a meaningful impact and contribution to the company.

PROFESSIONAL EXPERIENCE

JPMorgan Chase Bank, N.A. | May 2008 to Feb 2026

Finance and Operations Manager

- **Financial Analysis and Reporting:** Prepare cash flow analysis and monthly financial statements. Analyze results and present insights effectively to senior management.
- **Accounting and Compliance:** Ensure all operations comply with relevant policies, procedures and regulations. Assist in month-end and year-end closing and audit.
- **Budgeting and Financial Planning:** Develop and manage annual budgets and periodic forecasts in alignment with organizational needs.
- **Reconciliation & Issue Resolution:** Reconcile bank and general ledger accounts monthly. Identify and resolve invoicing issues, accounting discrepancies and other financial matters.
- **Invoice Processing:** Lead daily accounting and billing operations, overseeing Account Receivables and Account Payables.
- **Vendor Management:** Handles logistics management and ensure strong communication to vendors to foster strong partnership.
- **US GAAP** - compliant financial accounting and reporting.
- Expert in **data analysis, process modeling** and **stakeholder management**.
- **Directly manage a 50-member logistics workforce**, restructuring daily tasks to reduce redundant labor costs by 15%
- Analyze **financial trends** and **performance metrics** to optimize strategies.

STAFF ALLIANCE INC.

Accounting Assistant assigned in JPMorgan Chase Bank, N.A. | Jan 2006 to Mar 2008

- Involved in invoice processing for A/R and A/P.
- Generated financial reports, providing insights for strategic decision
- Supported payroll processing, ensuring compliance and accuracy.

Accounting Assistant assigned in Equitable PCI Bank | Jun 2005 to Dec 2005

- Assisted in monthly bank reconciliation
- Review and audit of the bank's retail branches' financials

EDUCATION

Far Easter University (Manila, Philippines)

Bachelor of Science in Commerce, Major in Financial Accounting

Graduated: 2004

CORE COMPETENCIES

- Languages: English, Filipino
- Tools: SAP, Oracle, Concur, SAP Ariba, Coupa

SOFT SKILLS

- Process Optimization
- Budget Management
- KPI (Key Performance Indicator) Tracking
- Workflow Automation
- Operational Planning
- Financial Metrics