



JACQUELINE A. PO



QUALIFICATION

FNSS50611 Diploma of Financial Planning (RG146) (KAPLAN Professional Education Certificate number DFPB1409) this is Qualification is recognised within the Australian Qualifications Frameworks.

FNS60410 Advance Diploma of Financial Planning Certification number 646148

Bachelor of Science Major in Accountancy,
Lyceum of the Philippines University (1995 – March 1999)
Center for Review and Professional Development Recto,
Manila – CPA Reviewer – (April-October 1999)

“A professional with a unique combination of business, financial experience and technical skill”

SUMMARY OF SKILLS

- More than 18 years of Accounting experience
 - Accounts Payable, Receivables and Purchasing
 - Order, Inventory, Asset and Auditing Management
 - Forecasting and Budgeting
 - Management Accounting
 - Implementing Accounting process and procedure
- 6 years IT experience
 - Knowledgeable in accounting software
 - Local support printer and outlook troubleshooting
 - Software implementation and Auditing
 - Administration of Accounting Software and Attendance such as Solomon and Bio-admin
- Familiar in all aspects of Accounting Method
- Extensive customer service background
- Proven ability to lead effective Accounting reports
- Able to learn and apply quickly and effectively
- Excellent communication and presentation skills
- Hard Working, detail oriented, able to multi-task
- Outstanding training, leadership and communication skills.

COMPUTER SKILLS

Proficient with the following software:

- Oracle, ISIS – Stock Inventory Systems application, Quick Books, Solomon, PM, Cognos, BPICS, Oracle Windows, MS Office, PowerPoint, Excel, Pivot Table, Macros and Internet Troubleshoot
- Marval Trakit and Agreeo (viewing) (Citrix)
- For Financial Planning (XPLAN)
- Able to provide accounting software thru MS Excel for Disbursement process.

PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

Forrest Personnel (under Kenetic Innovation Staffing)

Project Accountant- April 30, 2018 to July 06, 2018

- Review company's contract, accounting process and procedure, accounting forms.
- Handle revenue, review on actual and budget plan, review of lease of rent.
- Other tasks as assigned.

Quality Para Planning Pty Ltd – Sydney Australia

Financial Paraplanner/ Financial Modeller and Data, Product Specialist (DAPS) (Home Base)

April 01, 2013 to February 28, 2018

- Prepare financial modeling as instructed by the Technical Adviser
- Meet with Technical Adviser (TA) post discovery meeting to discuss a detailed requirement
- Enter/check financial data within XPlan Client Details– Financial Details
- Review and check if documents are complete and details for SOA and product recommendation
- Net Position, Balance Sheet, Super, Pension, Retirement, Budget cash flow, Age pension, SMSF, family trust, etc. (current and proposed investment assets)
- Model current and Proposed situation, Model various scenarios within XPlan XTools, XTools+, CALM
- Enter/check financial data within XPlan, client details, Insurance Details, Goals – financial & income & expenses, Liabilities, Risk Profiling, Portfolios, portfolio, position, estate planning
- Enter recommended products and amounts in XPLAN, Portfolios, Model, Recommend, Super Solver and Risk Researcher.
- Instruct TA that the modeling has been completed and SOA can now be prepared
- Compute and Provide product fees and administration fee for the particular Investment Product. Includes product replacement and fees tables for SOA.
- Prepare replacement Insurance recommendation, Insurance need analysis, Cashflow report, centre link age pension report, Retirement analysis and tax savings report
- Handling recommendations such as, Super (Untaxed, taxable and Defined benefit), Pension, Age Pension, Non-concessional, concessional, Risk researcher, Super solver, Gearing, SMSF, Family Trust, Company, tax Compressor, etc.
- Produce all table, fees and projection need in SOA preparation.

Client UK base (Easyroomate.com)

Financial Analyst (Home Base) February 4, 2013 to March 31, 2013

- Preparation of monthly performance Revenue analysis for Business Review (Global Account)
- Preparation of monthly expenses analysis (Global Account)
- Working remotely

Asia Halcrow Inc. (A CH2M HILL Company)

IT MIS Regional Admin/ Accounts for APAC November 10, 2008 to October 31, 2012

(IT MIS Purchasing/Asset Management)

- Consolidate and maintain Fixed Assets Inventory list (Hardware and Software) for APAC region.
- Monitor warranty status of the Hardware and Software for APAC region.
- Responsible for the management of along with the planning, and procurement IT related equipment and software, administration and maintenance of assigned IT Hardware and software applications, handling safekeeping Manila Fixed Assets.

- Audit/Conduct random physical inventory and software checking.
- Monitor and manage software license usage, assignee for APAC region.
- Handling and maintaining Marval Trakit for APAC region inventory.
- Coordinate with the key vendor for the quotation, delivery and pricing matters.
- Handling calls for hardware repairs and other IT related request (This includes outside the region, incase Halcrow employee visiting manila for project purposes)
- Preparing Purchase order and payment request.
- Other tasks as assigned.

(IT MIS Admin/Financial Management)

- Prepare budgeting and annual/monthly forecast.
- Prepare report for Budget vs. Actual on a quarterly basis for APAC region.
- Tracking, preparation of budget and monitoring CAPEX utilize for APAC region.
- Assists in making decisions within the budget established by the IT Regional Manager.
- Coordinate with the internet and telephone provider.
- Preparing payment request for the provider.
- Safekeeping IT related files and contract agreement for the internet, telephone line provider, etc.
- Conduct interviews for the applicant within the team requirements.
- Signatory of the exit clearance for leaver employee. (This is for IT related matter for the hardware collection)
- Interview application for local support position (Other tasks as assigned)
- Attend Mancom Meeting. (substitute)

(IT Technical Support)

- Attend Basic/Minor troubleshooting such as printer, Outlook and reports problems in Microsoft office, etc.
- Coordinate with the team in APAC region related IT matters.
- Provide MS excel generated/program data consolidating report for accounting department and HR for leave use.
- Administrator for project collaborator and sonic wall enrolment.
- Administrator for time keeping software.
- Attend Marval calls for Leaver and New joiner.
- Other tasks as assigned, including assisting and recommending software such as payroll, etc.

Extraordinary Development Inc.

Funding Management Officer (FMO-Liquidation) September 14, 2007 to June 30, 2008

- Responsible for weekly preparing Daily Check Release Ticket for accounts payable budget
- Provide weekly Cash Flow Actual– actual inflow and outflow of the cash and check transaction. Cash Flow Monitoring.
- Preparing Net Cash Flow Projection with (6) six month projection – for Management Report and Checking Cash Accountability Report.
- Prepared Liquidation Report for the project.
- Prepared and Monitor Bank Reconciliation and T-Cost Reconciliation. Prepared Liquidation Report for the project.
- Instructed treasury department for money transfer transaction.
- Coordinate with other department for other concern.

CAO-Executive Assistant

- Analysis on audit finding of treasury department
- Prepare guideline and process flow

- Checking mancon reports
- Monitoring commission funding
- Prepare Minutes of the meeting
- Monitor of recoup amount of cancelled buyer

Unilever Philippines Inc. under HR Team Asia Inc.

Systems Accountant (Management Accounting) April 10, 2007 up to September 14, 2007

- Handle all operational processes related to Monthly Rolling Forecast and Month-end Results Reporting.
- Gather and consolidate all issues encountered during MRF and results processing and discusses the same with concerned parties (including but not limited to information sources, IT Applications Support team, Athena Regional Support team, GIO, etc) to identify cause and possible solutions.
- Provide a weekly report that will give users an early indication of the Company's profitability through preparation of Weekly Sales Report (Volume-TC) and Provide SRO with MRF data needed for Weekly Sales Reporting
- Assist the Systems Accounting Manager and Supervisor in driving the simplification of the MRF process and incorporating further enhancements to the current systems and processes.
- Ensure correctness of output of all MRF Summary Reports by ensuring that all links are updated prior to distribution to various users.
- Responsible for BPCS, abacus Cognos and Excel based reports. Accountable for timeliness, accuracy and integrity of data and reports related to in directs.

Gentle Supreme Philippines Inc.

Accounting Officer (Order and Inventory Management) February 14, 2004 up to January 10, 2007

Mother company: (PT. SAYAP MAS UTAMA - JAKARTA INDONESIA)

- Responsible for the collection and maintenance of a regional portfolio of accounts receivable. Taking a proactive approach to dispute resolution and delinquency management and communicate with sales personnel as well as other internal departments to drive process improvements and achieve targeted results.
- Consolidating data and presenting to management in support of payments or claims of distributors, resellers and prepare credit memo. Conducting Credit Investigation.
- Consolidate monthly sales report, prepare monthly sales target (forecast) vs. actual and compute and prepare monthly sales incentive.
- Perform monthly physical count per warehouse, Maintained inventory control system. Monitored and verified incoming and outgoing stock for deliveries. Conduct monthly inventory reconciliation. Record and monitor all movements of assets per employee.
- To Coordinate Import and local deliveries operations, and to ensure accuracy in documentation, Delivery Receipt and invoicing. To liaise and coordinate with carriers/customers shipping dept to ensure smooth delivery of shipments. To troubleshoot shipment issues. Prepare incident report if needed.
- Managed daily sales operation. Maintain 100 % deliveries without returned. Handle, attend and monitor warehousing and logistic concern.
- Adept at planning and verified availability of stock for bundling of item converted into promo item. Monitor production report and compute product costing for promotional item.

Other duties:

- Accounting Software use (Quick Books and Solomon) in charge user of Accounts receivables, Order Management, Inventory Management Module.
- Orient and Train new hires and sale people such as Inventory process and Sales order Management

- Implement Process and Procedure. Act as IT personnel basic troubleshooting. Assist in testing new Accounting software and conduct parallel testing.
- Help desk GSPI branch Laguna, Butuan, Cebu and Main office, in the accounting software (SOLOMON)
- In charge of backup, arrange troubleshoot and error of software and server. Arrange the connection of the network and internet.
- Attend customer service.

Belgosa Media Systems Inc.

Accounting Associate June 20, 2003 up to February 13, 2004

- Match AP invoices to Purchase Orders
- Review and verify invoices for proper authorization and necessary attachments
- Data enter invoices into Accounts Payable
- Verified checks preparation and voucher to prepares payables and Print Checks
- Place checks into envelopes for mailing and file backup documentation
- Review vendor accounts and resolve issues such as billing discrepancies and incorrect information on the account.
- Interact with employees from other departments (maintenance, marketing, sales) regarding check requests, travel reimbursements, etc.
- Establish and maintain an accurate filing system for vendor invoices, both paid and unpaid
- Various projects as assigned by Manager
- Checking employees overtime and attendance computation

WG&A Supercommerce Inc. (group of companies)

Company Department: **United Pacific Isles Shipping Corporation**

Front Desk Officer Jan 27, 2003 up to May 10, 2003

- Issuance of room keys to passenger. Recording of passenger name, room number, tickets number destination on the passenger
- Attend to the information counter, Operate P.A system as instructed by Hotel Manager or Master Attend to all quest complaint and double-booking situation.
- Determines and submit reports pertaining to the ff per voyage. Total number of the passenger, actual passenger revenue, revenue budget variance in explanation, cash collection on board and other. Information needed by management, safekeeping of passenger manifest.
- Accounting/safekeeping of collection cash, revolving funds or other financial concerns. Ensures validity of tickets passes and other document necessary for boarding.
- Maintaining file of all personnel hotel on board and Monitor all issued property.
- Perform other related function delegated by hotel manager, reports any accident or near-accident

WG&A Supercommerce Inc. (group of companies)

Company Department: **Arcades Unlimited Inc.**

Accounting staff June 25, 2002 up to January 15, 2003

- Audit and actual inventory count of various outlet and vessel. To performed quality audit the entire terminal and vessel outlet.
- Preparation and posting of journal entries, Researching variance items as necessary
- Analyze various accounting transactions to identify and surface problems.
- Perform Inventory control, ordering and purchasing, negotiate agreement with the vendor, ensure all deliveries and on time

- In charge of application of accounts receivables, preparation of payroll summary (SSS, Phil health, Pag-big and others)
- Accounting software use by the company ORACLE and ISIS Stock Inventory System application.

OTHER EXPERIENCE

- Estella Training Center (December 01, 2000 up to June 15, 2002) Accounting Officer – Handling AR, Payroll and other accounting related transaction
- Himlayang Pilipino Plans. Inc, Philippines (May 17, 2000 up to Oct 05, 2000) Position: Cashier
- Philippines Veterans Bank, Philippines Camp Carmi Branch (Feb 15, 2000 to May 15, 2000) Position: Teller/ new Accounts

ADDITIONAL INFORMATION

Seatech Maritime Training Centre

- Proficiency in Crisis management and Human Behavior Training Including Passenger Safety, cargo Safety and wall integrity training (IMO Model course 1.29) - (Jan 20 up to 21, 2003)
- Proficiency in Crisis management and Human Behavior Training Including Passenger Safety, cargo Safety and wall integrity training (IMO Model course 1.29)- (January 20 up to 21, 2003)
- Crowd Management, Passenger Safe and Safety Training for Personnel Providing Direct services to Passenger in Passenger Spaces (IMO Model course 1.28) – (January 17 up to 18, 2003)

Far East Maritime Foundation Inc. (Basic Safety Training)

- Proficiency in personnel survival techniques (IMO Model course 1.9)
- Fire Prevention and Fire Fighting (IMO Model course 1.21)
- Elementary First Aid (IMO model course 1.13)
- Personnel Safety and service Responsibility (IMO model course 1.21) (January 6 up to 14, 2000)

WG&A Supercommerce Inc.

- Lecture: ATTY. Timpol
- Department of Trade Industry
- Lecture 2: DTI Representative 2002 July

Keywords: Finance Assistant, Accounting Associate, Accounting Officer, Cashier, Accounting Staff. Front desk officer, Teller and New Account, System Accountant, funding Management officer and IT MIS Regional Admin/Accounts, Financial Analyst, Paraplanner - Financial Modeller and Data and Product Specialist