

## **ABOUT ME**

Dynamic
Seasoned
Versatile
Client-focused
Consistent
Productive
Strongly focused, with the ability
to complete tasks accurately in a
fast-paced environment with
conflicting deadlines.

# WEBSITES & SOCIAL LINKS

Facebook:

https://www.facebook.com/ronil.degracia

# RONIL DE GRACIA, CPA

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### **WORK EXPERIENCE**

#### ANALOG DEVICES, INC.

Cavite

Aug 2015 - Present

ACCOUNTANT

#### Accountant

- -Accounts Payable Accountant
- -Processes Invoices
- -Responsible for resolving invoices and payments with issues
- -Responsible for weekly settlement release
- -Prepares monthly, quarterly and yearly reports on general ledger balances
- -Major Highlights
  - \*Spot Awardee- an award given for exemplary performance that is above and beyond the call of duty
  - \*Promotion and commendable rating for the past two years of performance assessment

#### **TYCHE CONSULTING**

Makati City

Dec 2012 - Jul 2015

### Operational Accountant

- Bank Reconcilation Specialist
- Major Highlights:
  - \*Team Lead Trainee
  - \*Took part of the new internally developed reconciliation tool.
  - \*Enhanced recon process
  - \*Finished and cleaned heavy backlog of work
  - \*Formulated procedures for faster, easier and more reliable reconciliation process
  - \*Employee of the Month

### **EDUCATION**

# LYCEUM UNIVERSITY OF THE PHILIPPINES

Cavite, Philippines

#### Master's in Business Administration

2019 to Present

#### SAINT JOSEPH COLLEGE

Maasin City, Philippines 2012

# Bachelor of Science in Accountancy

Cum Laude Year 2012

# **SKILLS**

ACCOUNTS PAYABLE

**ACCOUNTS RECEIVABLE** 

SAP SOFTWARE

ADVANCE IN MICROSOFT EXCEL