ABEGAIL FRANCISCO

CONTACT

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Manila, Philippines

Education

Polytechnic University of the Philippines
Bachelor in Banking and Finance
2008-2012

AWARDS

- Yellow Belt Lean Six Sigma Award
- Consistent Top Performer 2019
- Consistent Top Performer 2020
- Employee Awardee 2021
- Process Improvement Awardee

PROFILE

Experienced and detail-oriented Accounts Payable Specialist with over 10 years in managing full-cycle AP processes. Proficient in high-volume invoice processing, vendor statement reconciliation, and ensuring compliance with financial regulations. Proven ability to enhance payment accuracy, leading to cost savings and stronger vendor relationships. Skilled in using software, e.g., SAP, Esker & Workday, and streamlining workflows through automation. Strong analytical skills with a commitment to supporting team success and maintaining precise financial records.

WORK EXPERIENCE

Accounts Payable Specialist

Netflix Philippines Inc
June 2022 - Present

- Process high volumes of PO and Non-PO invoices for UCAN
- Backup support for APAC.
- Act as a subject matter expert and go-to person for the process related questions
- Manual invoice processing in Workday ERP for Non-OCR invoices and SINVREQ
- Validates invoice details to ensure proper coding and compliance.
- Trained the new hires on the end-to-end process of invoice processing.
- Assist with the onboarding process and training journey of new hires.
- Review, analyze, and respond to internal and external suppliers' inquiries in Freshdesk.
- Collaborate with APAC IR to create the AP Manila Dashboard

Senior Support - AP Specialist

Abbott Rapid Diagnostics Philippines Inc
April 2019 - May 2022

- Subject Matter Expert (SME) for US Account
- Manage the Accounts Payable Team in GBS Manila with 4 people.
- Cross Checking of Vendor Change Audit Report
- Monitoring of Team's Daily Productivity
- Monthly KPI Tracking and Reporting
- Creates Capacity Planning and Analysis for the Team
- Handles Critical Vendors and High Amounts
- Vendor Reconciliation
- Mailbox Management
- Root Cause Analysis for Delayed Payments and Blocked Invoices
- Handles Escalation and Vendor Recon
- Trained New hires with the End-to-End Accounts Payable Task
- Creates Time Frame and Training Plan for new hires.
- Onboarded and supervised new hires until Go-Live
- Handles different projects.
    - Go Green Project – Change Check Payment to ACH/Wire
    - Esker Automation Project
    - Standard Invoicing Requirement Project
- Creates Process Manuals

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SKILLS

- Accounts Payable Process
  - Invoice Processing
  - Inquiry Management
  - Customer Service
  - Vendor Management
    - Creation
    - Update
    - Changes
  - Payment Processing
  - Reconciliation
  - Reporting
  - Analysis
  - Month-end closing
- Accounting Softwares
  - SAP
  - Oracle
  - Workday
  - Esker
  - Ramp
  - Xero
  - Concur
  - Bill.com
  - Quickbooks
  - Microsoft Dynamics 365
  - Monday.com
  - Dext
  - Aroflo
  - Freshdesk
  - Zendesk
  - Coupa
- Tools
  - Canva
  - Trello
  - Google Suite
  - Microsoft Office
  - CRM tools
  - Monday.com
  - MS Teams
  - Zoom
  - Slack
- Professional Skills
  - Leadership
  - Communication
  - Innovation
  - Collaboration
  - Adaptable
  - Resourceful
  - Virtual Assistant
  - Admin Task
  - Calendar Management
  - KPI & Analysis

Work Experience

Senior Analyst - AP (Controls & Analysis)

Shell Shared Services (Asia) BV

Sept 2018 - March 2019

- Disbursement Audit Review for PO and Non-PO Invoices
- Duplicate Report
- GRIR Report and Analysis
- Pay on Time and Late Paid Analysis
- Mailbox Management
- Vendor Reconciliation
- Parked and Blocked Analysis and Chasing

Accounts Payable Accountant

DB Schenker - Global Accounting Shared Services

April 2016 - Sept 2017

- Processing high volume of invoices - PO and Non-PO
- Processing payroll / salary of contractors
- Handling inquiries from internal and external stakeholders
- Vendor Reconciliation
- Managing invoice processing team
- Addressing issues, challenges and achievements of the team during sync with business

Procure to Pay Resolution Associate - Accounts Payable

Mondelez Business Service Center / ACCENTURE

April 2014 - March 2016

- Handling Escalations and Kayako Tickets
- Accustomed to distributing and monitoring ticket allocations.
- Advocate of several continuous process improvements
- Trained newbies with the end-to-end process
- SOPs for Parked and Blocked
- Self-billing invoices
- UGMC vendors POC – Utilities, Government Fees, Milk & Custom Duties
- Focal Point for SCF
- Lead the Parked and Blocked Backlog Reduction Project

Accounts Receivable - Billing & Collection

SEAOIL Philippines Inc

May 2012 - March 2014

- Prepares Billing
- Calls the customer regarding payment follow up
- Handles Reconciliation
- Generate Weekly Report for Collection