



## MARIFE C. MANAIG

ASSOCIATE MEMBER OF CPA AUSTRALIA  
CERTIFIED PUBLIC ACCOUNTANT, PHILIPPINES  
TIN 204-765-470-000



+63 9178150419



manaig.mc@gmail.com



marife-c-manaig-cpa

### QUALIFICATIONS:

- A Professional with meaningful experience in the Accounting, Financial Reporting , Audit, Tax Compliance, and Streamlining of processes in a fully-computerized environment.
- An Accountant, General Ledger Team-leader, and Section Manager in a multi-national company (Procter & Gamble) with vast experience in account reconciliations, financial reporting to directors, management of a group of accountants in a highly professionalized and best in class organization.
- A Process-oriented individual who is keen to details and is able to adapt and come up with efficient and improved processes leveraging on available resources. Has meaningful experience in leading global projects on accounting process improvements and accounting software/s implementations.

### AWARDS RECEIVED:

**Procter & Gamble Two Time Recognition Shares Awardee.** This award is given to recognize and reward the outstanding accomplishments and talents of P&G employees, with a total of 2000 awards granted each year out of approximately 90,000 P&G employees WORLDWIDE.

2004 Recognition Shares Awardee for strong leadership in ensuring good accounting controls with External Party transition of the company's outsource process and in achieving balance sheet reconciliation target for Global Account on SRA (Selling, Research, Admin)

2011 Recognition Shares Awardee for leading the efforts to develop and prove the concept of running a continuous 24-hour uninterrupted GL closing around the globe thereby resulting to shorter closing days. The same has increased the levels of standardization and collaboration across the 3 service centers – Manila, SJO Costa Rica and New Castle.

### EXPERIENCE HIGHLIGHTS:

- 12 years of meaningful experience in finance and accounting outsourcing service in Procter & Gamble Asia Pte. Limited, a multinational accounting and finance service center in Manila, Philippines.
- 13 years meaningful experience in financial accounting, audit and tax compliance practice in the Philippines.

## **MANAIG, MANAIG & CO. CPAs**

Partner

October 2011 up to the Present

Services rendered to various clients of different industries such as Trading, Manufacturing, Non-profit Institutions and Service entities: External and internal audit; Setting up/Implementation of accounting systems; Special (fraud) audits; Bookkeeping; Financial Statement Compilation; Account Reconciliation Services; Tax Compliance Services; Internal Audit; and Agreed-upon procedures.

## **PROCTER & GAMBLE ASIA PTE. LTD.**

### **Section Manager for Finance (Band II)**

Central Operational Reporting Excellence Group Manager

May 1, 2009 to October 14, 2011

### **Finance Manager (Band I)**

General Ledger Operational Excellence Leader

January 1, 2007 to April 30, 2009

Finance Manager - Employee Service Governance Team Lead

October 1, 2004 to December 31, 2006

### **Finance Process Owner (PO1)**

Selling, Research & Admin Accountant – August 1, 2002 to September 30, 2004

Accounts Payable Process Owner – October 1, 1999 to July 31, 2002

## **SKILLS:**

Formulation of Accounting Policies

Developing Report Templates for Financial Statements and Management Reports used for presentation to Board of Directors, Management, Shareholders.

Developing Audit Program, Audit Report Templates, Measures and Monitoring Method.

Examining operation costs of an organization's income and expenditure

Providing reasonable assurance on proper presentation of financial statements in compliance with statutory requirement

Preparing Tax Returns for individuals and corporate entities in the Philippines

XERO Certified Advisor - Deliver Conversion to XERO services.

Experienced SAP user handling different roles in a multinational company

Project Management

Leadership

Communication

## **EDUCATIONAL BACKGROUND:**

### **De La Salle University, Taft Manila**

Undergrad in Master of Business Administration – earned 48 units out of 57 units required  
2002-2006

### **Philippine School of Business Administration, Quezon City**

Bachelor of Science in Accountancy

March 1998

## **WORK EXPERIENCE OUTLINE:**

### **MM&CO. CPAs**

General Partner

October 11, 2011 up to current

#### ORGANIZATIONAL

- Takes part in the vision, strategies and goal setting of the firm.
- Hiring, Review of staffs' performance, and recommends promotion or staff's improvement plan.
- Train staffs and create organizational capability program for the firm.
- Develops and review Key Performance Indicator (KPI) of the firm and recommends action plan to improve.

#### OPERATIONAL

- Assess clients' credibility, integrity and service requirements prior to engagement. Signs engagement with the client.
- Deliver Accounting, Financial Reports, Audited Financial Statements and Accounting Software implementations services to multiple clients of the firm.
- Manage and Deliver Audit Engagement of the clients from planning to release of the audit reports.
- Oversee and direct the end to end phase of audit in compliance and coordination with client, statutory, firm and business requirements to ensure effective and efficient.
- Review work of staffs prior to sending to clients of reports e.g. Tax Returns, Financial Reports, Audit Working Papers, Implementation of Accounting System (e.g. Xero Accounting) and Other Reports.
- Develops operational processes and structure for the firm. Review regularly the process and implements improvements on efficiencies and quality operation of the firm.
- Certified Advisor for Xero Accounting Software.

### **Procter and Gamble Asia Pte. Ltd.**

#### **Section Manager for Finance (Band II)**

Central Operational Reporting Excellence (CORE) Group Manager

May 1, 2009 to October 14, 2011

#### ORGANIZATIONAL

- Takes part in action plan setting of CORE (group responsible for month end closing) as one of the Finance and Accounting Section of the center.
- Applicant's screening and interviews, hiring, review of process owners' performance, and recommends promotion or staff's improvement plan, and salary increases.
- Participate in calibration rating for Process Owners of Finance and Accounting in Manila Service Center.
- Train process owners and create organizational capability program for the managed section.
- Develop Service Level Agreements with other groups / departments or business partners of the center.
- Develop Job Descriptions for new roles or update existing Job Descriptions as needed.

#### OPERATIONAL

- Develops and review Key Performance Indicator (KPI) of the group and recommends action plan to improve.
- Reports to Group Manager and Directors on Key Operational work operations e.g. Closing Status of more than 100 Legal Entities handled by the center.
- Works with other Service Centers e.g. New Castle, San Jose and Global on Closing Processes. Represents Manila Service Center in regional meetings. Leads global projects for the 3 centers in improving the closing (e.g. Non-Stop Closing - Follow the Sun closing) to enable reduction of closing days from 7 to 3 days.

**Finance Manager (Band I)**

Employee Service Governance Leader  
October 1, 2004 to December 31, 2006

**Finance Manager (Band I)**

General Ledger Operational Excellence Leader  
January 1, 2007 to April 30, 2009

**ORGANIZATIONAL**

- Applicant's screening and interviews, hiring, review of process owners' performance, and recommends promotion or staff's improvement plan, and salary increases.
- Develop Service Level Agreements with Business Partner of the Company – 3<sup>rd</sup> party service provider.
- Develop Job Descriptions for new roles or update existing Job Descriptions as needed.

**OPERATIONAL**

- Develops and review Key Performance Indicator (KPI) of the 3<sup>rd</sup> party service provider of the company (Employee Services was outsourced to a 3<sup>rd</sup> party company)
- Reports to Group Managers and Directors for the audit of the work of 3<sup>rd</sup> party service provider.
- Works with other Service Centers e.g. New Castle, San Jose and Global on Employee Service Governance. Represents Manila Service Center in regional meetings. Leads global projects for the 3 centers in improving Service Level Agreements, Processes and KPIs in the area of ES Accounting.
- Responsible in closing the 100 legal entities outsourced to service center.
- Works with other Service Centers e.g. New Castle, San Jose and Global on General Ledger Closing. Represents Manila Service Center in regional meetings. Leads global projects for the 3 centers in improving closing.

**Finance Process Owner (PO1)**

Accounts Payable Process Owner - October 1, 1999 to July 31, 2002  
Selling, Research & Admin Accountant - August 1, 2002 to September 30, 2004

- Delivers target Key Performance Indicator (KPI) for assigned Markets / Legal entities: 1) Accounts payable - Payment on Time and Right First Time; 2) SRA Closing - Close on time and Quality Closing – Zero issues.
- Reports to Team Leaders and Band 2 managers for the delivery of payments for accounts payable and closing of cost center actuals for SRA Closing.
- Works with other processes such as Cash Disbursements and Treasury Group as Accounts Payable Process owner. Works with General Ledger, Cost Accountants, Employee Services, Cost Center Finance as SRA Accountant.
- Responsible in closing the 100 legal entities outsourced to service center.
- Attend Global Calls / Meetings to review result of operation for the month in behalf of the service center's team.
- Works with other process owners in process improvements.

**PERSONAL BACKGROUND:**

- Married to Raymund Jacinto Manaig.
- Born on April 19, 1977 in the town of Taal, province of Batangas, Philippines.
- Permanently living at Lot 6 Block 9 Lakeview Subdivision Phase 3, St. Angela Street Halang, Calamba City, Laguna Philippines Zip Code 4027.
- A mother of three children namely Ramon Carlos, 16 years old; Rhianna Mirelle, 15 years old and Faye Margaret, 13 years old.

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