



# JESSICA LUZ A. BARAIRO

## FINANCE JUNIOR ANALYST

### CAREER OBJECTIVE

To be able to build a long term career with a progressive organization that provides an opportunity to capitalize my technical skills and abilities I have learned as a Junior Financial Analyst.

### WORK EXPERIENCE

#### Vault and Retention Analyst

Procter and Gamble Philippines Business Services | March 2020 - present


- Process owner for Malaysia, Singapore, Korea, Philippines, Australia and Japan Markets
- Responsible for archiving all necessary documents from all market vendors
- Responsible in processing Return to Vendor Invoices and Debit and Credit Note processing through SAP
- Facilitates On-site Hub Contractors
- Coordinates closely with Third Party Logistics and Brokers
- Responsible for accomplishing monthly customs audit

#### Freight Audit and Payment Analyst for SK-II Travel Retail

Procter and Gamble Philippines Business Services| March 2020 - present

- Validate SK-II Travel Retail invoices and shipment expenses
- Manage Statement of Accounts and coordinate directly with Brokers
- Responsible for Purchase Order creation through Coupa and Invoice reversal in SAP

### CONTACT ME AT

 1904 Ina ng Awa Interior, Brgy. Poblacion V, Santa Cruz, Laguna 4009

 jabarairo@up.edu.ph

 09190978960

 jessicabarairo

### SKILLS SUMMARY

●●●● Project Management

●●●● Retention and Governance Skills

●●●● Strategic Management Skills


●●●● Process Improvement

●●●● Knowledgeable in SAP

●●●● Knowledgeable in Coupa



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## EDUCATIONAL HISTORY

### University of the Philippines Los Banos

- Doctor of Veterinary Medicine (Undergraduate) - 2012 - 2016
- Bachelor of Science in Agribusiness Management (Graduate) - 2016 - 2018

## AWARDS RECEIVED

### Power of You Award Platinum from P&G CEO David Taylor

Procter and Gamble Philippine | Stepping Up, Stepping Forward

### Power of You Award Silver - Execute with Excellence

Procter and Gamble Philippine | eCARM Migration and Retention Scorecard

### Power of You Award Silver - Execute with Excellence

Procter and Gamble Philippine | MSC University 2020-21

### Power of You Award Silver - Execute with Excellence

Procter and Gamble Philippine | eCARM Retention Scorecard

### Power of You Award Silver - Execute with Excellence

Procter and Gamble Philippine | Operations Excellence eCARM Retention Scorecard