Tomás Ángel Villalba

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Experience

Natural Gas Accounting Analyst

Chevron (Jun. 21 – Present)

-Assist in day-to-day accounting operations including AR/AP.
-Manage accounting activities, including but not limited to journal entries, accruals, reconciliations, fixed asset maintenance.
-Prepare monthly variance analysis to understand account fluctuations.
-Participate in month/quarter/year end closing processes.
-Support system and process improvements to help drive efficiencies.

Ssr. Accounting Analyst

WarnerMedia (Nov. 20 – Jun. 21)

-Maintain and balance accounts by verifying, allocating, posting, reconciling transactions, resolving discrepancies.
-Maintaining proper asset balances and disposition.
-Perform ad hoc analysis and reporting as required to provide accounting service such as closing process, ensuring that Financial Statement are correct.
-Assist with the external audit by analyzing and scheduling general ledger accounts, providing information to auditors. Support annual independent audit and regulatory audits as required.

Accounts Payable Assistant

Raízen Argentina (Apr. 20 – Nov. 20)

-Manage the full Accounts Payable Cycle from receipt of invoices to payment, including coding invoices, matching purchase orders, obtaining approval, and entering the invoices into the Accounting System.
-Investigate and resolve problems associated with processing of invoices and purchase orders.
-Receive, research and resolve a variety of routine internal and external inquiries concerning account status, including communicating the resolution of discrepancies to appropriate persons.
-Manage vendor relations and build effective partnerships.
-Assist Team with gathering support for all audits, including pulling documentation.

Financial Control Analyst

Raízen Argentina (Jul. 19 – Apr. 20)

-Preparation and submission of Internal/External reporting requirements in line with group timelines.
-Ensures master data is complete by a target date for specific tasks: Reports creation, maintenance, criteria validators and Tickets Creation/Follow-Up.
-Project managing master data readiness for initiatives.
-Consolidate tasks on risk and align action plans with task organization to avoid impacts.
-Continuous audit and system health check, obsolete master data removal.
-Drive capability across organization on the area of expertise.

Procurement Representative

Bureau Veritas Group (Feb. 18 – Jun. 19)

-Develop and maintain a portfolio of competent and qualified suppliers according to the standards of the company.
-Evaluate and establish profitability objectives and propose actions to achieve them.
-Advises internal customers of the appropriate choices of standard options.
-Places orders and monitors and controls units in the field.
-Follows up on orders to ensure that shipments are delivered on promised dates.
-Maintains records and follow up files for units in the field.

Management Controller

Bureau Veritas Group (Oct. 17 – Feb. 18)

-Contribute to the establishment of annual and revised budgets in relation to managers.
-Monitor monthly results, analyze and exploit performance indicators.
-Ensure the proper application of the guidelines of the central and regional management control.
-Train and support managers and customer relationship managers in mastering operations management and monitoring tools.

Accounts Payable System Analyst

IBM (Feb. 15 – Aug. 17)

-Give support to all Latin American countries with the supplier's payment system.
-Development of new systems versions. Analysis of the functional needs.
-Analysis and control of the entire Accounts Payable process.
-Interaction between final users of the systems and the programmer's team.
-Measurements development (System performance, Availability, Help Desk).

Audit Assistant

EY (Oct. 14 – Jan. 15)

-Management of Bank reconciliations.
-Audits and reviews of financial statements.
-Audit of internal control over financial reporting.
-Reports emission.

Education

Universidad de Buenos Aires
Bachelor's degree in Accounting
2011 – 2021

Instituto Privado "Instituto Guadalupe"
High school degree in Administration and Management.
2006 - 2010

Licenses & Certifications

Excel 2016 Level III - EXO Training Center (Issued Apr. 20)

MS Office en su nivel Fundamentos - Universidad Tecnológica Nacional (Issued Aug. 10)

Skills

Procurement • Negotiation • Team Leadership • Responsibility • Active Listening.

Microsoft Office • Microsoft Excel • SQL • SAP ERP • JD Edwards

Spanish• English • Portuguese