

# Brian Mayote

📍 Manila, Philippines

✉ brian.mayote@gmail.com

☎ +639281483214



## Professional Experience

**Xapo Holdings Limited, Accounting/Financial Control Analyst** 06/2018 – present | Remote  
Managed Accounting and Financial Control operational side in the organization. Prepares daily, weekly, monthly financial reporting for management. Review bookkeeping accounting work and provide feedback to the Controlling Team. Also recommends best practices to Management (complying with GAAP requirements).

### Key Accomplishments:

- Led the Transition and Implementation to the Company's new Accounting ERP System - Oracle Netsuite.
- Month-end Closing processes and Monthly Reporting: Accruals, Depreciation, Amortization (streamlined these processes using the new ERP features).
- Management Reporting (Income Statement, Expense Analysis Trend, Balance Sheet) - direct stakeholders are CEO, CFO and COO. The reports are also directly used for the Quarterly Financial Performance reporting to the Board of Directors.

**Conduent Inc. (formerly Xerox Services), Senior Accountant** 04/2015 – 06/2018 | Manila, PH  
• Conducted month-to-month Financial Performance Analysis, reporting directly to Management the results.  
• Completed Process Improvement Projects that saved the Company 30+ hours per month of manpower.

**Deutsche Bank, Senior Operations Analyst** 08/2014 – 03/2015 | Manila, PH  
• Managed Bank Cash Reconciliations for Asia Businesses. Involved with system migration and implementation.

**HSBC Manila, Analyst - Data Administration and Reconciliation** 05/2013 – 08/2014 | Manila, PH  
• Managed Data Admin functions and Bank Reconciliation for the Custody and Clearing Group of the Bank.  
• Received Lean Six Sigma certification for a re-engineering project saving the company 20+ hours of processing time for the Daily tasks (done via Excel Macro and MS Access query program).

**Citibank NA, Financial Reporting Analyst** 04/2011 – 05/2013 | Makati City, PH  
• Managed the Data Standards operation side. Handled the System rollout and implementation.  
• Conducted Training Sessions for all global stakeholders in relation to the new system features.

**Philippine National Bank, Financial Systems Analyst** 11/2009 – 04/2011 | Pasay City, PH  
• Managed migration and implementation of new Banking System CMS (Cash Management System)

## Education

**Colegio de San Juan de Letran, Bachelor of Science in Accounting** 2005 – 2009 | Manila, PH

## Skills

### Accounting /ERP System Expertise

Proficient in Xero Accounting Platform and Quickbooks Online. Also proficient in Netsuite, and JD Edwards.

### English Language Advanced proficiency

Expert written and verbal communication skills in the English language, with 10+ years of experience in working under Multinational companies and dealing with US-based stakeholders.

### MS Office, GSuite / Google Apps Expert

Advanced level proficiency in MS Office Applications: Excel (VBA coding Level), MS Access (SQL queries). Also advanced level in Gsuite Apps: Gsheet, Docs, etc.

### Financial Reporting and Analysis

Extensive experience in Financial reporting, and Monthly Accounting Close processes. Proficient in both cash and accrual accounting method.