Charlene Mae Sanglay

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PROFESSIONAL SUMMARY

Detail-oriented accounting professional with over 4 years of experience in record-to-report processes and financial operations. Proven ability to enhance operational workflows and ensure compliance through effective auditing and document management.

WORK EXPERIENCE

Stolt-Nielsen B.V. **2026 May to Present**

Record To Report Analyst

- Performed Record-to-Report (R2R) activities, including transactional processing, account reconciliations, accruals, financial analysis, and reporting to support accurate and timely period-end close.
- Managed and resolved accounting-related inquiries from internal and external stakeholders while ensuring compliance with internal controls, company policies, and IFRS/GAAP requirements.
- Supported internal and external audits, maintained audit-ready documentation, and developed reporting improvements to enhance financial accuracy, efficiency, and business decision-making.

Accenture Inc. **2026 Mar to 2026 May**

Delivery Operations Senior Analyst

- Managed complex financial operations, including journal entries, account reconciliations, and month-end close processes.
- Led process improvement initiatives, increasing efficiency and accuracy in financial reporting.
- Collaborated with cross-functional teams to resolve accounting issues and enhance operational workflows.

Accenture Inc. **2024 Dec to 2026 Feb**

Record To Report Analyst

- Successfully executed record-to-report (R2R) processes, including journal entry posting, ledger maintenance, and reconciliations.
- Supported month-end and year-end closing activities, ensuring accurate financial statements.
- Identified discrepancies in accounts and collaborated with teams to resolve financial issues.

Accenture Inc. **2023 Aug to 2024 Nov**

Record To Report Associate

- Performed balance sheet reconciliations, bank reconciliations, and verified transaction records.
- Assisted in month-end close and financial reporting processes.
- Maintained compliance with internal controls and accounting policies.

Castaneda And Associates, CPAs **2022 Jul to 2023 Jul**

Audit Assurance And Accounting Associate

- Assisted on audit engagements by organizing supporting documents and responding to queries.

Local Government Unit - Municipality of Peñaranda **2020 Jun to 2022 May**

JOB ORDER

- Provided administrative and procurement support to the Municipal Purchasing Department.

EDUCATION

Bachelor's Degree **2023 Jul**

Dr. Gloria D. Lacson Foundation Colleges-Nueva Ecija

Bachelor's Degree **2022 Jun**
PHINMA Araullo University

Senior High School Diploma **2018 Apr**
Araullo University-PHINMA Education Network

CERTIFICATIONS, SKILLS & AWARDS

- **Skills:** Microsoft Excel; Microsoft Office; ERP Systems - InforLN, S2K, Business Central, Oracle; Accounting; Time Management; Leadership; Detail-oriented; Tax Compliance; Auditing; Cross-functional collaboration; Stakeholder management; Process improvement; Organizational skills
- **Certifications:** Civil Service Commission Certificate - Subprofessional; National Certificate III In Bookkeeping
- **Awards:** Class Salutatorian S.Y. 2011-2012; Westside Montessori Centrum 1st Honorable SY 2015-2016; PHINMA Araullo University SHS With Honors 2016-2018; Dean's Lister (First Semester A.Y. 2018-2019); Employee Of The Year 2024; Employee Of The Year 2025; FY 2024 Accenture Q3 A-List Awardee Maharlika - Best People Of The Quarter