

# NORIS JANET SEVILLA

## CURRICULUM VITAE

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### Professional Summary

Finance professional with 10 years of experience across GL, AP/AR and with strong command of SAP-driven accounting processes, month-end close and reconciliations, hands-on experience in corporate secretarial taking ownership of legal compliance delivering audit-ready outputs.

Thriving in international environments where accuracy, structure, cross-functional collaboration and stakeholder management are essential, I bring reliability, adaptability and precise completion of end-to-end processes.

### **CHEP CZ, s.r.o.** — Prague, Czech Republic

#### **Controller GL Management (October 2025 – Present)**

- Leading month-end close activities by preparing and reviewing journals, balance sheet reconciliations, overhead postings, accruals and correcting discrepancies in full compliance with IFRS and European reporting deadlines
- Ensuring GL integrity across entities in the Nordics region by monitoring accounting entries and taking corrective actions to resolve aged or problematic balance sheet items
- Supporting regulatory and audit requirements through preparation of audit schedules, technical accounting papers and ad-hoc financial analyses, collaborating with reporting teams, controllers and other EU finance stakeholders

#### **Legal Coordinator (April 2022 – September 2025)**

- Ensuring legal and audit compliance for multiple European entities, maintaining and keeping records such as Memorandum of Association, licenses and annual accounts, taking relevant actions to external legal firms in Europe
- Acting as primary liaison for stakeholders, supporting director appointments and removals, governance updates and corporate structure adjustments while ensuring smooth execution of all secretarial workflows
- Performing Procurement support (vendor lifecycle and compliance), invoicing, processing of purchase orders and payments

#### **Financial Controller (September 2021 – April 2022)**

- Supporting month-end activities of the UK entity including bank statements, reconciliations, accruals and reporting
- Preparing customer ageing reports and contributing to national statistics submissions
- Ensuring data accuracy and compliance across financial reporting cycles

## **Landis+Gyr — Prague, Czech Republic**

### **GL Accountant (November 2019 – August 2021)**

- Managing complex General Ledger (GL) accounts, Accounts Payable / Accounts Receivable (AP / AR) closing, VAT processes, payroll postings and bank reconciliations for the Netherlands entity.
- Preparing and validating monthly, quarterly and annual reporting including Profit and Loss, Balance Sheet, Cash Flow and statutory notes
- Leading intercompany reconciliation, GR/IR checks, recurring accruals and communication with auditors and country clusters

### **AP/AR Accountant (March 2018 – October 2019)**

- Processing invoices, payments, handling bank statements and transactions and reconciliations for Spain, Greece and Finland
- Managing VAT submissions, intercompany reconciliation and auditor communication
- Improving process documentation and supported transition activities from Greece to Czech Republic

## **Campingaz (Newell Brands) — Prague, Czech Republic**

### **AP/AR and Order Processing Specialist (August 2016 – February 2018)**

- Processing and matching invoices, resolving discrepancies and performed vendor reconciliations
- Handling cash applications, collections, payment postings and customer follow-ups in addition to order processing, credit checks, overdue management and coordination with the Spanish branch

### **Tools**

- Microsoft Tools (Windows, Office, SharePoint, Outlook, Teams)
- Coupa, SAP, Concur, Cognos, Adobe Acrobat Pro, Docusign

### **Languages**

- **Spanish** — Native • **English** — Fluent

### **Additional info**

- Permanent resident in Czech Republic
- Hybrid collaboration preferred