PAULO CISNEROS ZAPATA

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PROFILE

Finance professional with 4 years in group financial reporting, multi-entity accounting, and multi-country payroll across Europe, LATAM, and Africa, at Swiss private bank EFG and at EF Education First. As Global Sub-Process Owner, led a policy change to daily amortization adopted across all EF ledgers worldwide and built a deferred tax data model covering 10+ jurisdictions. CFA Level 1 (Level 2: May 2027), native Spanish and French, English (C1), and hands-on automation with Excel/VBA, Power Query, SQL, and Python.

WORK EXPERIENCE

Senior Payroll Specialist | EF Education First | Malta / Panama *Mar 2026 – Present*

- Manage payroll for 10+ legal entities in 7 countries (Mexico, Argentina, Chile, Ecuador, Peru, France, South Africa) via ADP Celergo, covering processing, compliance, and reconciliation.
- Designed automated booking files translating ADP/ICP payroll output into Oracle for Mexico and Peru (50 to 200 employees), replacing a manual process, saving 5–15 hours a month, and eliminating recurring reconciliation errors.
- Led the Mexico ADP payroll integration project end to end, coordinating pay-element setup in ADP Production.
- Managed Panama migrant labor registration compliance with external legal counsel.
- Selected for the EF Finance Mentor Program (Autumn 2026); run cross-regional knowledge-sharing sessions for the payroll team.

Global Sub-Process Owner, Multiperiod Accounting (MPA) | EF Education First | Malta *Jun 2025 – Mar 2026*

- Held alongside the Financial Accountant role. Nominated global single point of contact for MPA; authored the enterprise-wide Desktop Procedure, signed off by Corporate Control.
- Led the investigation and global policy change from period-based to daily amortization, signed off by Corporate Control and adopted across all EF ledgers worldwide: more accurate P&L timing, no manual close adjustments, and one consistent method across entities.
- Built a deferred tax data model (asset age, category, cost, depreciation, net book value under GAAP/IFRS) covering 10+ jurisdictions, using an internal LLM tool to research Local GAAP depreciation rules; adopted in actual reporting.
- Designed and prototyped an AI agent to classify MPA invoices automatically, including process design and stakeholder alignment with Corporate Control.
- Performed year-end run-rate forecasting (annualizing actuals per cost account) and quarterly variance analysis against prior period, prior year, and budget, escalating invoice-level findings to the Controller.
- Trained outsourced (IBM) finance teams on MPA and reviewed their output; led retirement of 78 legacy journal procedures.

Financial Accountant | EF Education First | Malta *Sep 2023 – Mar 2026*

- Ran the AP invoice approval workflow (about 10 invoices/day, 200+/month) and payment runs across 6 entities in 5 countries, including South Africa, Germany, Czech Republic, and Slovakia.
- Calculated and booked intercompany interest and reconciled clearing-house accounts across all 6 entities; owned intercompany allocations, fixed asset accounting, VAT filings, and financial statement preparation.
- Owned the South Africa entity in the Coda-to-Oracle ERP migration: cleaned up legacy balances, then ran a two-month parallel run reconciling every account before go-live.
- Used Power Query to manage and reconcile large payroll and accounting datasets.
- Reconciled France entity books, identifying and correcting unbooked and misclassified provisions.

Financial Reporting Analyst | EFG Bank | Geneva, Switzerland (fixed-term) *Sep 2022 – Aug 2023*

- Supported the bank's group financial reporting and analysis under IFRS and Swiss GAAP.
- Performed intercompany reconciliation directly in Hyperion Financial Management (HFM) and Hyperion Essbase, and built models using the Smart View Excel add-in, alongside Power Query for large datasets.
- Built a VBA tool to automate footnote amount updates in the annual statement, reducing manual work.
- Worked with IFRS 16 lease accounting during closing and financial statement preparation; supported external audit and internal controls documentation.

LEADERSHIP EXPERIENCE

Internal Coordinator & Treasurer | Investment Society, HEC Lausanne *Oct 2020 – Jul 2022*

- Managed a ~15,000 CHF society treasury and produced year-end financial reports; built DCF models, presented analysis of 20 companies to 40 students, and organized a Global Entrepreneurship Week panel (1,000+ attendees).

EDUCATION

University of Lausanne, HEC Lausanne, Switzerland | Bachelor of Science in Economics (Jul 2022). Coursework: Digitalization (SAP, SQL, Python), Accounting, Finance, Business Analytics, Sustainability.
CFA Institute | CFA Level 1: Passed (2024); CFA Level 2: sitting May 2027.
Swiss Federal Maturity | Institut Florimont, Geneva, Switzerland.

SKILLS

Technical: Excel/VBA, Power Query, SQL, Python, Oracle, Oracle FDIP (BI dashboards), Hyperion (HFM, Essbase, Smart View), ADP Celergo, Avaloq
Process & Automation: Payroll-to-ERP booking automation, AI invoice-classification prototype, deferred tax data modeling, reconciliation automation
Analytical: Financial reporting, forecasting and variance analysis, intercompany reconciliation, VAT/compliance, internal controls, process improvement
Languages: Spanish (native), French (native), English (C1, TOEFL), Italian (A2)