**ROBERT CHOW**

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**EDUCATION:**

B.S. – Economics, University of Houston Main Campus, Houston, Texas, 1992.

Minor in Industrial Distribution

**WORK EXPERIENCE:**

**February 2014- Present: Transocean,** Houston, Texas

**Senior Treasury Analyst**

· Responsible for the cash operations and liquidity management of the Company in conformity with Company

guidelines and internal controls. Utilizes prior-day and current-day activity bank reports to determine daily cash

position.

· Sets daily cash position for the company and determines short-term investment or borrowing. Redeems

investments to fund daily cash disbursements or invests excess cash.

· Works closely with Accounting, AP, Payroll, and Field locations.

· Initiate purchase of foreign currencies to fund field operations and pay non-USD invoices. Resolves foreign

exchange settlement problems.

Supports Global Cash Manager in planning and managing the settlement of intercompany invoices and

initiates payment as required.

· Investigates problem wire transfers and check payments upon request. Provides documentation & support to

Cash Accounting to help identify and account for cash transactions.

· Assist Field Offices in funding accounts and resolve AP and manual payment issues.

· Process a monthly FX detail report to management.

· Assist in Account analysis to cut costs and help in company efficiency.

. Dispatch AP files via Oracle.

**October 2006** – **February 2014: JPMorgan Ventures Energy Corp (prior Bear Energy LP),** Houston, Texas

**Senior Treasury Analyst**

· Daily cash reconciliation.

· Perform daily margining of counterparties and initiate margin calls when necessary.

· Setup wire instructions and initiate wire transfers.

· Monitor incoming and outgoing settlement payments.

· Application of daily cash into the Commodity and Risk Management System.

· Collaborate with credit, settlements, and the front office in resolving issues like margin and payments.

· Posting of accounting entries for funding and sweeping the operating account.

· Collection of sales and use tax certifications.

· Responsible for cleaning up the aging report and researching breaks.

· Written manual of procedures and instructions for Treasury operations.

· Assist in the reconciliation of Transportation Pipeline invoices.

**November 2000** – **May 2006: Total E&P USA, Inc.,** Houston, Texas

**Senior Treasury Analyst**

· Create cash management applications in Access to enhance reporting and research needs.

· Consolidations of various Excel worksheets used to control wires, lockboxes, and monthly reporting using Access

database.

· Updating corporate cash management procedures and department manuals to incorporate ongoing changes.

· Work with the Business Support group in inputting cash receipts into the AS400 in order to provide a more efficient

source of payment information.

· General Accounting functions and special projects. Areas include month-end department responsibilities, and payment

of corporate invoices.

· Reconciliation of Cash accounts. Maintain D&B and S&P reports for credit review.

· Prepare Inter-company Invoices for collection and monthly reconciliation of these accounts.

· Work with SAP in creating, reviewing, and releasing corporate invoices.

· Daily cash reporting and wire transfers, domestic and international.

**September 1999** – **November 2000: US Oncology,** Houston, Texas

**Financial Treasury Analyst**

· Perform Daily Cash positioning for accounts. Including bank polling, manual entry of transactions, and ensuring accuracy of

data entered in a timely manner.

· Retrieval of check issue information from PeopleSoft and transmission to banks. Perform inquiry, entry, and verification

functions for First Union Crosschecks.

· Prepare and transmit all ACH files. Includes entry and maintenance of ACH databases.

· Adding new accounts and shells to the XRT Treasury workstation.

· Manage local accounts, including replenishing check stock to locations, transmitting positive pay, and log disbursements.

· Prepare various spreadsheets to compile and analyze data.

· Sweep local accounts weekly to concentrate funds.

· Ensure accuracy of cash entries and overall understanding of the structure and flow of funds.

· Prepares communication to banks for the purpose of moving funds, closing accounts, and changing signers.

**August 1994** – **September 1999: Coastal Corporation,** Houston, Texas

**Associate Treasury Analyst (November 1996** – **September 1999)**

· Daily cash planning to determine cash requirement of various subsidiaries. Responsible for managing and manually

sweeping over 150 accounts daily.

· Physical movement of funds to meet cash planning objectives. Include funding all disbursement accounts; Utilizing

various banking software such as Bankers, Mellon Viewpoint, and Wells Fargo.

· Entries of both domestic and international wires utilizing Swift codes and CHIPS.

· Entering ACH’s accounts for next day payments.

· Responsible for processing the Company’s tax payments.

· General book entries for various companies.

**Financial Accountant Clerk (August 1994** – **November 1996)**

· Handling all aspects of payroll within the Cash Processing Department.

· Issuing of company and its subsidiaries' paychecks for distribution.

· Cash management and bookkeeping of employees’ cash advances.

· Handling of monthly production payments for the Oil and Gas Department.

· General filing and daily wire entries.

**SKILLS:**

· FXALL, Oracle, IT2, Microsoft Office, ENDUR, SAP, Oracle, AS400, JPMorgan Chase Access Online, Triple Point, Ariba,

Rumba, TLM, DCPP, Citidirect, Wells Fargo CEO, and other various Banking platforms.