



PROFESSIONAL EXPERIENCE

EUROPEAN AUTOMOTIVE COMPANY

BlackLine Implementation - Independent Consultant | Since 10/2024 - 07/2025 (Expected End Date)

- Engaged as an Independent Consultant to lead global BlackLine implementations, serving as IT Project Manager for the deployment of Account Reconciliation, Task Management, and Smart Close modules.
- Key Responsibilities:
 - Lead and coordinate the end-to-end implementation lifecycle, including:
 - Kick-off
 - Preparation & Planning
 - Discovery & Definition
 - Configuration & Validation
 - Training & Testing
 - Deployment & Hypercare
 - Support the development of a Balance Sheet Substantiation and Justification Policy in alignment with best practices.
 - Assist in the creation and standardization of a Global Financial Closing Calendar.
 - Develop and implement BlackLine maintenance procedures.
 - Design a strategic BlackLine roadmap to support the phased rollout of additional BlackLine modules.
 - Produce comprehensive functional and technical documentation.
 - Collaborate with SAP Basis and ABAP teams to define and fulfill technical requirements for the SAP Connector installation and interfaces.
 - Collaborate with SAP Basis team to define and fulfill technical requirements for the Smart Close installation.
 - Responsible for configuring the SAP Connector on behalf of the client and for supervising/coordinating BlackLine partner resources on Smart Close configurations.
 - Coordinate with BlackLine partner resources to ensure adherence to best practices and safeguard the client's strategic interests.

AMERICAN MANUFACTURING COMPANY

BlackLine Implementation - Independent Consultant | Since 05/2024 - 10/2024

- Independent Contractor to Support managing BlackLine Globally while current system admin is paternity leave
- Support SAP Connector and Web Services upgrade to the latest version
- Support Migration to SAP S4Hana

EUROPEAN E-COMMERCE COMPANY

BlackLine Implementation - Independent Consultant | Since 09/2023 - 04/2024

- Independent Contractor to conduct BlackLine implementation globally
- Kick-off:
 - Conducted initial stakeholder meetings to outline project objectives, scope, and expectations.
 - Established project timelines, milestones, and resource allocation.
 - Introduced BlackLine Task Management and Account Reconciliation to key stakeholders and team members, fostering buy-in and alignment.
- Preparation & Planning:
 - Conducted a comprehensive assessment of existing financial processes to identify pain points and areas for improvement.
 - Collaborated with cross-functional teams to develop a detailed implementation plan, including data migration strategies, system configurations, and user training schedules.
 - Collaborated with Customer SAP Team to deploy SAP Connector and API interface, enabling seamless integration.
 - Change Management Preparation and Deployment for successful project roll-out
- Process Design Documentation
 - Documented current financial processes and workflows to identify areas of alignment with BlackLine functionality.
 - Collaborated with process owners and subject matter experts to design future-state processes optimized for BlackLine Task Management and Account Reconciliation.
 - Collaborated with Customer SAP Team to deploy SAP Connector and API interface
 - Developed detailed process documentation, including standard operating procedures (SOPs), workflow diagrams, and system configuration specifications.
- Build & Training
 - Configured BlackLine software according to design specifications, customizing workflows, templates, and approval processes to align with company-specific requirements.
 - Conducted comprehensive training sessions for end-users and System Administrator, providing hands-on instruction on BlackLine functionality, best practices, and use cases.
 - Developed training materials, user manuals, and FAQs to support ongoing user adoption and proficiency.
 - Led comprehensive System Integration Testing (SIT) worldwide, including SAP Connector and respective interfaces.
 - Established BlackLine Supporting processes within Customer's existing ticketing system, facilitating seamless issue resolution and support.
- UAT & Cutover:
 - Facilitated User Acceptance Testing (UAT) sessions to validate the functionality, usability, and performance of BlackLine software.
 - Collaborated with end-users to identify and address issues, bugs, and enhancement requests prior to production deployment.
 - Orchestrated the cutover process, migrating financial data from legacy systems to BlackLine and ensuring data integrity and accuracy.
- Hypercare phase:
 - Provided post-implementation support and troubleshooting assistance during the initial transition period.
 - Addressed user inquiries, system issues, and performance concerns promptly to minimize disruption to operations.
 - Conducted regular check-ins with stakeholders to gather feedback, identify opportunities for optimization, and drive continuous improvement initiatives.

JOÃO MELO



AMERICAN MANUFACTURING COMPANY

R2R Process Improvement and Global Blackline Administrator | Since 08/2022 - 09/2023

- Independent Contractor to Support R2R Financial Process Improvements and Manage/Improve BlackLine Globally
- Coordinate 4 Local Admins (one per region)
- Focus in optimizing BlackLine in all modules (mainly in automation by using transaction matching to post Journal Entries and clearing open items)
- Restructuring BlackLine Architecture at back-end
- Manage BlackLine Global Contract and SOWs
- Coordinate BlackLine move to SAP S4HANA
- Coordinate Blackline support move from Mailbox to Ticketing system
- Conduct BlackLine training sessions
- Manage BlackLine User roles and user access maintaining group compliance
- Review and Optimize R2R processes (Kyriba, BlackLine, SAP, ...)
- Act as R2R project manager in M&A scenarios

SODEXO BUSINESS SERVICES

R2R Business Process Owner Lead | Since 01/2020 - 07/2022

- Deliver training material related to Global "To Be" processes to support the drive of change management across countries when implementing the Global Processes
- Work closely with the other IT & Finance Business Process Owners / Process leads to ensure consistency of the Finance Blueprint and efficiency of the new Global Processes
- Work actively with the transition team in charge of implementing the new global processes, namely to attend workshops and support the presentation of the Finance Blueprint, to assess the gaps between the global and local processes,
- Work closely with SBS Porto to ensure continuous improvement of processes, to deliver an expected high level of quality and efficiency

BlackLine – System Administrator | Since 01/2019 - 07/2022

- Responsible for a successful deployment of BlackLine in 11 Countries within the Group
- Blackline overview to key users for their better alignment and smooth implementation
- Educate users on Blackline during planning and data collection phase itself for a better understanding of Blackline tool functionalities on Tasks, Account Reconciliation, Transaction Matching and Journal Entry modules
- Identify and align with business the Transaction Matching Scope and Rules
- Proactive communication with key stakeholders to take timely action on deliverables
- Conduct training sessions and share training guides with users for their future reference
- User roles and user access to be assigned according to business needs and requirement, maintaining group compliance

Record to Report | 01/2019 - 08/2019

- Support closing in several segments in the group.
- Balance sheet reconciliation.
- Manage bank reconciliations.
- Month-end close and reconciliations.
- Tax pack creation and analysis.
- Creation and Analysis of Monthly/Quarterly/Annual reports.
- Manage requests and queries.
- Support to controlling team.

SUPER BOCK GROUP

Financial Accountant | 01/2017 - 01/2019

ADIDAS GROUP

Accountant - Account Receivables | 11/2014 - 12/2016

EDUCATION

Code Developer Course

GALILEU Porto | 09/2017 - 05/2018

Microsoft Certification 98-361 - MTA:Developer

Degree in Economics

Faculty of Economics of Porto | 2009 - 2014

Degree in Software Engineering

ISEP | 2021 - On Hold (1 Year left to complete)

SKILLS

PROGRAMMING SKILLS

C ● ● ● ● ● SQL ● ● ● ● ● VBA ● ● ● ● ●
Java ● ● ● ● ● ABAP ● ● ● ● ●

ENABLERS

SAP FI/CO ● ● ● ● ● MS Office ● ● ● ● ●
BlackLine ● ● ● ● ● SharePoint ● ● ● ● ●

LANGUAGES

Portuguese ● ● ● ● ● English ● ● ● ● ●
Spanish ● ● ● ● ● French ● ● ● ● ●