

Marcos Gabriel Lorenzana

Public Accountant Student

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OBJECTIVES

I am interested in gaining experience and growing professionally in the accounting field, continuing my studies and learning not only from theory but also from practical realities. I can adapt to the organizational culture of the company, and I am willing to develop any skills necessary for the position.

WORK EXPERIENCE

ON FIT | Accounting Administrative Assistant (Part-Time)

10/2024 – Present

- Responsibilities:
 - Daily recording and categorization of wire transfers, revenues, and expenditures across multiple branches.
 - Bank reconciliations and management of financial records utilizing SOS-Contador accounting software.
 - Coordination with branch managers to ensure accuracy and efficiency in financial data.
 - Assisting in monthly financial closings by consolidating bank statements, card transaction settlements, and VAT adjustments within the accounting system.
 - Preparation of VAT Purchase reports and analysis of discrepancies with AFIP/ARCA.
- Achievements:
 - Enhanced competencies in financial management, teamwork, and problem-solving.
 - Established a methodical and accountable approach to accounting and administrative functions, emphasizing precision and adherence to deadlines.

EDUCATION

National University of La Matanza

Degree Program: Public Accountant, 2023 - ongoing

- Second year with 13 subjects passed

San José Obrero Institute

Bachelor's in Economics and Administration, 03/2017 – 11/2022

- Academic average 9.37
- Distinction: "Hope of the Nation 2022"

Online Courses

- Count on You, Personal Economics, and Personal Finance - Junior Achievement Argentina, 03/2023
- Advanced Excel – Académica, 01/2024

SKILLS

General

- | | | | |
|------------------|------------------|--------------|-----------------|
| • Accounting | • Administration | • Finance | • Communication |
| • Responsibility | • Teamwork | • Adaptation | • Coordination |

Computer

- | | | | |
|---------|--------|----------------|-----------|
| • Excel | • Word | • PowerPoint | • Outlook |
| • Teams | • Zoom | • Google Drive | • Todoist |

Languages

- | | |
|-----------|--------------|
| • Spanish | Native |
| • English | Intermediate |