



Irene Martín Menéndez

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About me

I'm looking for an Accountancy role in order to step up my career and be more professional. I'm a hard-worker, reliable, attentive to detail and always try to improve and learn new knowledge. I am a quick learner and always do my best.

Education

CIMA Certificate in Business Accounting

Present

Starting to prepare the certification to be better professional and improve my skills.

Degree in Administration and Business Management.

Present

National Distance Education University.

International Commerce and Economics Management.

2015

Professional certificate. (INEM, Oviedo)

- Planning of international fairs as a way of promotion and customer acquisition.
- Calculation of the payable tariff in the customs.
- Manage of the mandatory documentation to export products.
- Properly election of the Incoterm in order to minimize the risks on the international import/export operations.

Work Experience

Management Accountant Assistant

January 2020 – Present

Thames & Hudson Limited

Using Sage X3 and Excel to assist in the preparation of the management accounts, review and investigate variances, produce and reconcile eBooks sales reports, assist with X3 sales journals upload, maintain fixed assets register, post depreciation journals, reconcile monthly balance sheets for key accounts, posting management fees, accruals, prepayments and payroll, raising recharge invoices, creating COS invoices and send them to the subsidiaries, create journals to post sales, calculate royalties and accrued COS, updating cash balance books, updating staff purchase to deduct in the payroll, credit card checking and posting.

Billings Coordinator

March 2018 - Jan 2020

Hogarth Worldwide Limited

Using Maconomy program to review and approve new jobs ready for billing, raising invoices and credit notes for intercompany and direct clients, using portals and other means to ensure clients receive their invoices in good time, finding efficient working to ensure deadlines are met, understanding audits requirements and ensuring all departments follow with SOX compliance, review the open jobs report and taking action to reduce the work in process, working collaboratively with the credit control team to resolve queries.

Assistant Accountant / Executive Assistant - Finance*March 2017 - March 2018**Cobra Group of Companies*

Accountant Using Excel (VLOOKUP, Pivot table) and Microsoft Dynamics AX program to process Purchase Ledger, Sales Ledger, Credit Note, Credit control, Expenses claim and Credit Card Expenses, weekly Payment Run, Posting cash, Bank and Reconciliation, Intercompany, Companies Houses (annual return, dormant accounts), National and International Recharges, Filing documentation, some knowledge of Cash Flow and Month End.

Executive Assistant Translating phone calls (from Spain and Brazil), Planning Agenda, Travel organisation, Manager Expenses Claim.

Manager Waitress*2016 - 2017**Retro Café (London)*

Opening and closing the café. Teaching and guiding the new members of the team and explaining them about the job. Responsible of keeping track of the daily gaining. Doing the best to provide a good service to the customers.

Sales Advisor*2016**Café de Nata (London)*

Selling the products, guiding the customers and informing about our products. Open or close the shop and prepare everything according to shift. Cashing and giving back the change.

Coffee Shop Waitress*2015 - 2016**Silver café (Oviedo- Spain)*

Attend customers, prepare and serve all kind of coffees, keep the coffee shop in good conditions, taking card and cash payments. Cooked Spanish tapas.

International commerce technician - Internship*2015**Norvil (Gijón-Spain)*

Packing list creation, customers billing and invoicing, origin control certificates. Used F-Moda's software to do the inventory of the merchandise available.

Waitress*2012 - 2015**El Gato con Botas Coffee Shop (Oviedo- Spain)*

Treat with customers, sale of products, store control, closing the coffee, and count the cash.

Receptionist in fitness centre and beauty salon*2009 - 2011**Beauty salon Xana (Ávila- Spain)*

Answering phone and taking client bookings, knowledge about available treatments, general administrative support, ensuring all aspects of maintaining the reception area.

Administrative Assistant.*2007 - 2008**Magalia restaurant (Ávila- Spain)*

Preparing bills, documents control, attending customers and suppliers, doing the orders to buy, paying the employees, stock control.

Languages

Spanish, English, Portuguese (Basic)

Computing

- Word, Excel and PowerPoint specialist (Certification MOS specialist, 2015)
- Certification expert MOS Word and Excel. (2015)
- Microsoft Outlook.
- Microsoft Dynamics.

Other

- Red Cross volunteer (Oviedo - Spain)
- I wrote and published a novel.