

MARÍA AZCORRA DÍEZ

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UAE Visa - Abu Dhabi Spanish 05/24/1979

ACADEMIC DETAILS

2001 - 2003 **Bachelor's Degree in Management and Business Administration**
Antonio de Nebrija University (Madrid, Spain)

1997 - 2001 **3 years Degree in Business Administration and Management**
University of the Basque Country (Vizcaya, Spain)

WORK EXPERIENCE

Feb. – June 2014 **Thomas & Adamson International Ltd**
Abu Dhabi Construction Cost & Project Management

Office and Administration Manager

- Develop, implement and review Administration procedures and processes.
- Create and prepare Management Reports such as Expenditure Report, Sales Progress Report, Customer Project Tracker, Petty Cash Tracker, HR database, etc.
- *Accounting Duties:* invoicing, customer payment tracking, process and monitor expenses, process and monitor payments to vendors, check and control bank account and petty cash, management reports, etc.
- Responsible for all *Administration Duties* including dealing with suppliers, office supplies, type and prepare letters, format reports; file and document control (hard and soft copies); coordinate travels, flights, hotel bookings and look after employees and visitor business trips; new office location research; answer incoming phone calls.
- *Quality:* review and implement QA policy and procedures as required to achieve ISO accreditation.
- *HR:* liaise between T&A AD office and the PRO regarding Visas applications and renewals, Emirates ID, Labour Contracts, Health Insurance, etc.

June – Aug. 2013 **BBVA, S.A. - Abu Dhabi Representative Office (Middle East Head Office)**
Abu Dhabi Bank

Office Administrator

- Review and analyse special reports (summarising information, etc) and informing management accordingly.
- Prepare month end reports for Spanish and Asian BBVA branches.
- Prepare and analyse cash flow and report accordingly.
- Check and control AED bank account.
- Liaise between BBVA AD Rep. Office and landlord, solicitors, PRO, bank, suppliers, service providers, etc.
- Assist and coordinate during all procedures with the Central Bank of UAE, solicitors, notary, etc
- Maintain and develop procedures and systems to ensure the maintenance of manual and electronic records.
- Organise and supervise all the administrative duties in order to facilitate the smooth running of the office.
- Achieve financial goals by scheduling and recording office expenses, analysing variances, initiating corrective actions and managing the budget.
- Coordinate travel arrangements, doing bookings and looking after visitors.
- Responsible for organising the office layout and maintaining supplies of stationery and equipment.

May 2012 – March 2013

Spain

CONFIX, S.A.

Tax, Accounting and Legal Consultancy

Accountant and Tax Departments

- Provide legal advice and oversee accountancy and taxes service for several portfolio companies.
- Prepare tax reports and liaise with the relevant Authorities.
- Develop and manage client relationships, to improve internal productivity while increasing efficiency.

March 2009 – May 2012

Spain

ROLLED ALLOYS SPAIN, S.L.U. (Rolled Alloys Inc.)

Specialty Metals Business (stainless steel, titanium and nickel alloys)

Responsible for Administrative, Logistics and Quality Departments

Accounting and Administration:

- Create and register the Spanish Branch of Rolled Alloys and deal with Tax Authorities, bank, solicitors, notary, etc. according to local regulation.
- Liaise with European Headquarters.
- Perform accounts receivable and payable, invoicing and crediting transactions (accustomed to working with local and foreign currencies).
- Responsible for all banking related tasks as well as Accounts Receivable and Payable.
- Prepare and upload all tax-related data.
- Assist with preparation and coordination of the annual financial audits.
- Prepare and analyse all relevant financial reports (P&L, cash flow, etc).
- Review and process expense reports.

Logistics:

- Manage and coordinate freights and deliveries from overseas vendor factories (UK, Italy, Germany, France, USA) in Spain, assuring client' satisfaction.
- Retrieve and check vendor paperwork to provide all related information to the forwarder.
- Liaise between RA Spain, clients and freight forwarder Co. when incident/defect occurs.

Quality:

- Responsible for Quality tasks and duties in order to ensure RA Spain compliance with ISO Standards and assure that Vendors fulfilled the Quality requirements.
- Prepare and perform internal and external Quality audits.
- Responsible for manage customer and vendor complaints, credits and on-time deliveries.
- Develop and perform reporting duties related to Quality.
- In charge of Health & Safety tasks and duties (trainings, reports, etc).

Dec. 2007 – Feb. 2009

Spain

HORMIGONES ENCARTACIONES, S.A.

Concrete fabricator

Responsible for Administrative Department

- Perform accounts receivable and payable, management of collection and payment, taxes, customer risk management, cash flow forecast, invoicing and negotiation of the terms and conditions with various banking entities.

March 2007 – Dec. 2007

Spain

ERICTEL EUSKADI, S.L. (Ericsson Premium Partner)

Telecommunications

Accountant and Customer Service

- Perform accounts receivable and payable, bank reconciliation, manage and post customer payments, debt and bad debt collection tasks, invoicing and crediting.

- Support Sales and Technical Departments with the preparation of quotes and telephone assistance for customers.

April 2004 – Jan. 2007
Spain

CARTONAJES INTERNATIONAL, S.A. (International Paper Co.)
Paper and packaging industry (cardboard manufacturing and handling)

Accounting and Human Resources Departments

Accounting Duties:

- General Ledger, Accounts Receivable and Payable, bank reconciliation, post payments from customer and vendors, debt and bad debt collection and prepare end of month reports.

HR Duties:

- Prepare payroll, National Insurance, employment contracts and dismissal documents, manage work leave due to illness or injury and prepare end of month reports.

Dec. 2003 – April 2004
Spain

BBVA, S.A. (BANCO BILBAO VIZCAYA ARGENTARIA)
Bank

Tax Department

- Legal assessment to bank customers with their 2003 Income Tax.

Internships

2001 **IBERDROLA** (Energy Group): Administrative tasks for Electricity Distribution Department.

2000 **BILBAO BIZKAIA KUTXA** (Bank): Administrative desk assistant.

1999 **UNIVERSITY OF THE BASQUE COUNTRY** (U.P.V.): Assist students in order to manage and improve their internships experience.

LANGUAGES

SPANISH: Mother tongue

ENGLISH: Fluent spoken and written (First Certificate, University of Cambridge)

IT SKILLS

Microsoft Office: Word, Excel, Access, PowerPoint, Outlook.

Accounting/Management Systems: SAP, MetalWare (AS400), Contaplus, Facturaplus.

PERSONAL SKILLS

- Very well organised and detail-orientated with a high level of accuracy.
- Strong time management skills with the ability to prioritise key tasks.
- Able to handle multiple projects simultaneously in a deadline driven environment.
- Have excellent interpersonal and communication skills, with the ability to work cooperatively and collaboratively with many different types of people and with all levels of employees.
- Continuous improvement and customer service focus.
- Ability to act and operate independently with minimal daily direction from manager to accomplish objectives.

REFERENCES

Pasha D'Silva – Chief Representative at BBVA Abu Dhabi (November 2011 - July 2013)
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David O'Keeffe – Financial Controller at Rolled Alloys (Now NeoNickel)
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