

MIRKA MARTÍNEZ

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I am very agile, oriented to detail, positive, and quick at learning and adapting to new processes. Always open to help people and to acquire new abilities and knowledge.

EXPERIENCE

CONTRACTOR 2019 - PRESENT

BOOKKEEPER, INSPIRA DEVELOPMENT

This is an IT company where I work as a contractor virtually doing all tasks related to Accounting: bookkeeping, tax reports, payments, payroll, collections, and virtual assistance in general.

2019 - PRESENT

HEAD OF FINANCE & ACCOUNTING, METUS PROYECTOS, S.R.L.

This is a construction company and I oversee all administrative and finance processes such as: bookkeeping, invoice processing, bank reconciliations, tax reports, accounts payable and receivable management, financial statements preparation, payments processing, payroll processing, and cash flow management.

2018 – 2019

FINANCE ASSISTANT, ESPECIAS Y ADITIVOS ALIMENTARIOS, S.R.L.

This is a manufacturing company, my responsibilities included: support all accounting areas such as costs, accounts payable and receivable, payroll, and payments. My specific tasks were invoice processing, payroll extra hours report, management of petty cash, input of clients in the software and any other accounting or administrative support needed.

2017 – 2018

DATA ANALYST, FORWARD FINANCING

BPO center to Forward Financing company in the USA. My responsibilities included: data entry of customers' information in Salesforce, and analysis of debt of the customer in order to determine if they qualify or not to get a loan.

2014 – 2017

JUNIOR ACCOUNTANT, YEUDY MUEBLES

This is a cabinetmaking company where I helped with: invoice processing, payroll payments, customer service, expense reports, and bookkeeping.

EDUCATION

2014-2018

FINANCIAL MANAGEMENT AND AUDIT DEGREE, PONTIFICIA UNIVERSIDAD CATÓLICA MADRE Y MAESTRA (PUCMM)

Graduated with highest honors: Summa Cum Laude.
GPA: 3.9

2007-2013

ADVANCE ENGLISH COURSE, JOHN F. KENNEDY ENGLISH INSTITUTE

Graduated with highest honors: Summa Cum Laude.

2019-2019

**TAX REPORTS AND ACCOUNTING OF CONSTRUCTION COMPANIES, ICPARD
SANTIAGO**

GENERAL KNOWLEDMENT

- US **GAAP** (Generally Accepted Accounting Principles)
- SAP Business One
- AR/AP Management
- Bookkeeping
- Slack
- Salesforce
- Microsoft Office (Excel, Word, PP)
- Financial Statements Preparation
- Payroll Processing
- Bank Reconciliations
- Expense and Income Budgeting