

ANGELA KAVRECIC



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OBJECTIVE

I am looking for a position that will allow me to develop both professionally and personally. I am interested in a position related to IT, Customer Support, Trainings, Help Desk between others. I am looking for a challenging environment.

EXPERIENCE

WORD PRESS DEVELOPER (07/2019 – PRESENT)

Develop Sites: <https://www.milbuenasideas.com.ar/> / <https://www.gotmarketing.com.ar/> / <https://www.lemonpad.com.ar/> / <https://www.los3ingenieria.com.ar/> / <https://www.wipedidos.com.ar/> / <https://www.contadorayaninaemilio.com.ar/>

GIT HUB: <https://github.com/avkav>

INDEPENDENT CONSULTOR (07/2019 – PRESENT)

Accounting and tax advice to small and medium-sized companies. Digital marketing and web analytics services. Continuous improvement, ERP Implementations and help desk services.

PHILIP MORRIS INTERNATIONAL – FINANCE SHARE SERVICE CENTRE (05/2015 – 07/2019)

INTERCOMPANY ACCOUNTING ANALYST.

Dates From 07/2018– To 07/2019

Intercompany accounting tasks for Latin American markets: Aruba Curacao, Chile, El Salvador, Ecuador, Perú, Dominican Republic.

HR CONTROLLING ANALYST.

Dates From 07/2017– To 06/2018

I was assigned to the creation of a new area in the company to provide HR Controlling tasks services to Mexico affiliate. My greatest achievements were to generate empathy and a good relation with the affiliate. Go-live of the project was satisfactory and in a timely manner. Process improvement and standardization. Tasks:

- Prepare monthly reports for payroll activities



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| | <ul style="list-style-type: none">• Prepare monthly account reconciliations of payroll accounts |
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- Manage HR Costs reporting (payroll interface) and ensure consistency versus SAP system.
- Optimization of the existing HR tool.
- Maintenance of Payroll interface (Codification of People Net concepts and general ledger accounts).
- Perform International assignments payroll activities. Expats out and Expats in. Tax codification of Expats out.

SHORT TERM ASSIGNMENT IN SURABAYA, INDONESIA.

Dates From 01/2017– To 06/2017

As a part of the Symphony Project of Finance. Support in the creation of the Finance Service Centre for Asia affiliates. Implementation of Account reconciliation tool for Australia & New Zealand (go live in March 2017), Indonesia, Thailand and Vietnam until Jun of 2017.

Tasks:

- Master data configuration
- Load the financial data from SAP to the system
- Prepare for execution steps
- Update the master data of the system
- Training of Key users
- E-mail notifications about due dates, new versions
- First line of support for Key and End users

SHORT TERM ASSIGNMENT IN AUSTRALIA.

Dates From 06/2016– To 12/2016

Pre-work for the implementation of account reconciliation tool. Preparation of the system in ACX-ACD and ACQ environment for Australia & New Zealand affiliates.

ACCOUNTING SUPPORT ANALYST FOR CANADA, ARGENTINA Y LATIN-AMERICA

Dates From 01/2016– To 06/2016





Tasks:

- Account Master Data and Cost Centres update and maintenance
- Key User Tick -it Tool. GL and Intercompany ticket management system
- Runbook system administration. Bank reconciliation and reporting system
- Monthly and quarterly Sox

GL AND REPORTING BANK ANALYST FOR MEXICO, ARUBA & CURACAO.

Dates From 05/2015– To 12/2015

Tasks:

- Temporary bank account offsetting
- Investment reclassification
- Temporary bank account reclassification
- Expense reports
- Customs expense reports
- Bank Open Item Report for Financial Management

**REHAB – REHABILITATION AND MOVEMENT EQUIPMENT (07/2014 – 05/2015)
INTERNAL ACCOUNTANT**

Tasks:


- Bookkeeping
- Payment to suppliers
- Statement of Income – Cash Flow – Statement of Financial Position
- Superintendence of Financial and Foreign Exchange Entities (SEFYC in its Spanish initials)
- Funds follow-up – cash count
- Foreign suppliers – Import payments and Export Collections

**QUILMES BREWERY S.A.I.C.A Y G. (08/2010-05/2014)
SENIOR ACCOUNTS PAYABLE ANALYST**

Tasks:

- Payment management for soda plants (Tucumán, Pompeya, Córdoba, Trelew and Neuquén)



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- Financial ratios
 - Debt reports
 - Current account reconciliations
 - Payment of travelling expenses and filing of expense claims
 - HR payments, trade unions, seizures, assignments
 - Performance follow-up and control metrics
 - Service level agreements
 - Book accounts analysis
 - MARIA accounts follow-up (Customs Office)


REPOSSI Y ASOCIADOS S.A. ACCOUNTING FIRM (02/2010-07/2010)
ACCOUNTING & ADMINISTRATIVE CLERK

Tasks:

- General accounting
- Financial & economic reports
- Payment to suppliers
- Collections
- Bank account management
- Banking errands

DESPEGAR COM AR S.A. (08/2007-05/2009)
REGIONAL STAFF – HR CONTACT

Tasks:

- Payroll
 - Tax payments
 - Financial ratios
 - Sales reports
 - HR data base system administration
 - Tax Office reporting of employee hiring and terminations. AFIP Form 931
 - ORACLE system implementation: accounts payable and general accounting modules
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CIE CONSULTORES INTEGRALES DE EMPRESAS (COMPREHENSIVE CORPORATE CONSULTANTS). (12/2006-05/2007)
ACCOUNTING & ADMINISTRATIVE ASSISTANT

Tasks:

- General accounting and administration.
- Supporting documentation processing and bookkeeping
- Bimonthly tax on property and VAT payment
- Purchases and payment to suppliers
- Collections

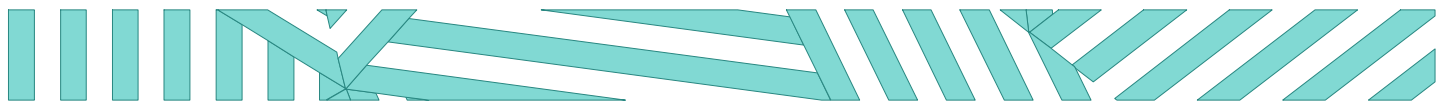
SPRAYETTE S.A. ARCADIA ONLINE STORE FROM BARCELONA (03/2006-07/2006)
TELEMARKETER

- Home and beauty product phone sales to various parts of Spain
- FOX data base
- Sales information recording
- Client data base update
- Potential or referred client survey

EDUCATION

1. CODO A CODO 4.0 (August 2022 – in progress)
Degree: **React Full Stack Developer Junior**
- 2.
3. CODO A CODO 4.0 (March 2022 to July 2022)
Degree: **Full Stack Developer Python Junior**
- 4.
5. ARGENTINA PROGRAMA (August 2021 to July 2022)
Degree: **Full Stack Developer Junior**
6. NEETWORK BUSINESS SCHOOL (2020)
Degree: **MASTER IN DIGITAL MARKETING AND WEB ANALYTICS** (Máster en Marketing Digital y Analítica Web)





7. UNIVERSIDAD DE BUENOS AIRES (University of Buenos Aires) (2004-2011)
Degree: **CERTIFIED PUBLIC ACCOUNTANT**
8. INSTITUTO NUESTRA SEÑORA DEL BUEN VIAJE (Nuestra Señora del Buen Viaje High School). Morón. (2001-2003) - "POLIMODAL" LEVEL OF EDUCATION. (TN: *POLIMODAL* comprises an optional three-year educational cycle prior to entering university), **SPECIALIZATION IN ECONOMICS AND ORGANIZATIONAL MANAGEMENT**
9. ESCUELA MUNICIPAL DE FORMACIÓN PROFESIONAL "GRAL. MANUEL BELGRANO" (Gral. Manuel Belgrano Municipal School of Professional Training) (2005)
Degree: **ACCOUNTING – ADMINISTRATIVE CLERK**
10. UNIVERSIDAD NACIONAL DE ARTES (National University of Fine Arts) – **COURSE IN MUSICAL ARTS WITH A SPECIALIZATION IN PIANO AND ELECTROACOUSTIC COMPOSITION (2013 – 2016)**
11. CONSERVATORIO DE MUSICA ALBERTO GINASTERA. (Alberto Ginastera Music Conservatory) Morón (1995) – **PIANO TEACHER TRAINING COURSE.**

SKILLS

1. EXCEL & ACCESS: Construction of a dashboard oriented to SMEs (2/2020) – In progress
2. EXCEL - Advanced (4/2018)
3. ORACLE SYSTEMS. DELOITTE S.R.L. (2008)
Accounts Payable and General Accounting Modules
4. SISTEMA BEJERMAN. Processing of Supporting Documentation, Tax Returns, VAT, Collections and Payments
5. SISTEMA SIAP. Applicatives: IIBB, SIFERE, SICORE, IVA (VAT), SIJP.
6. ESCUELA DE FORMACIÓN PROFESIONAL "GRAL. MANUEL BELGRANO":
 - TANGO GESTIÓN 5.2





- PC ASSEMBLING, MAINTENANCE and REPAIR

7. INSTITUTO “ACE” (Ace Institute). Morón (2001):

Windows, Word, Excel, Power Point, Internet

Certificate by: ASOCIACIÓN CIVIL PARA LA INVESTIGACIÓN Y DESARROLLO DE LA CIENCIA INFORMÁTICA (Civil Association for IT Research and Development)

8. SAP 4.7 and 6.0 – Accounts Payable, General Accounting, Reports, CRM

9. SEFYC – COM A 3602 Central Bank

LANGUAGE SKILLS

SPANISH

1. Mother tongue

ENGLISH

1. PMLAS Language Training Programme (2016) – B1
2. INSTITUTO “NEW WEST” Ramos Mejía (2014-2015) – B1
3. Private Language Training Course delivered by native-speaker teacher (2014)
4. Centro Universitario de Idiomas. (Language University Centre – CUI in its Spanish initials) (2011)
5. INSTITUTO “ACE” Morón (2001)
6. INSTITUTO “OXFORD” Morón (1994-1995)

INDONESIAN BAHASA

1. INSTITUTO “Intercultural” Surabaya (2017) 4 months ((I don’t speak and I don’t read fluently. It was a cultural experience in Indonesia).

ITALIAN

1. Italian Academy (07/2017-2019) 3 years (Learning)

OTHER TRAINING COURSES

1. HTML, CSS and JavaScript for Web Developers – (2020) – Johns Hopkins University (remotely)
2. Emotional Intelligence – August 2019. Capacitarte - 1 month





3. Recruitment Course – August 2018. Capacitarte (U.B.A. (University of Buenos Aires) Institute) Argentina – 1 month
4. Workshop GL & Reporting – March 21st – 23th, 2017. Surabaya, Indonesia. (as a Presenter of new account reconciliation tool in breakout session)
5. Responsible Creation of documents – Philip Morris International E-training Centre - 1 hour
6. Environment, Health, Safety, and Security (EHS&S) – PMI E-training Centre - 1 hour
7. Resolving Conflicts of Interest – PMI E-training Centre - 2 hour
8. Innovation Seminar –Australia (December 2016) – 1 day.
9. Workshop Change management – November 7th-9th, 2016. Hong Kong, China.
10. Workshop GL & Reporting – August 24th-26th, 2016. Surabaya, Indonesia.
11. Mental Processes and Innovation Workshop - Argentina (May, 2016) – 3 hs.
12. PACT Plan Do Check Action – Project Management System (March 2016) – 1 day.
13. International First Aid Course (2015). Certified by Medevac International. – 1 day
14. Zythologist. Beer Specialist. Universidad LAS. (2014) – 1 year.
15. White Belt Certification (2013) – 2 days.
16. SAP 6.0 Update (2013)

