**EDUCATION**

 **Melina García Luperón**

Cédula: 031-0523032-4

Estado Civil: Casada

Address: C/E. León Jiménez, Res. Alejo V Apto.6F Villa Progreso, Santiago

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**year 2018**  Title: Master in Tax Accounting

**Santiago, Rep. Dom.** *Universidad Autónoma de Santo Domingo (UASD)*

**year 2015**  Title: Public Accountant (C.P.A.), Exequatur No. 76-15 *Treasusy*

**Santo Dgo. Rep. Dom.**

**year 2013**  Title: Degree in public Accounting

**Santiago, Rep. Dom.**  *Universidad Tecnológica de Santiago (UTESA)*

**ADDITIONAL FORMATIONS (DIPLOMA, COURSES AND SEMINARS)**

• New Fiscal Vouchers standard 05-2019 and Information Remission (DGII).

• Virtual seminar, Cost of production, ABC Costing (IFRS Institute)

• Workshop new formats for sending data 606, 607 and changes in IT-1

• Virtual course filled out of IT-1 (CAPGEFI)

• Industrial Hygiene and Safety (INFOTEP)

• Professional Training (INFOTEP)

• Virtual Seminar Accounting Policies (IFRS Institute)

• Virtual Seminar Financial Statements under IFRS, (IFRS Institute)

• IR-1 and IR-2 Workshop Course (ICPARD)

• Financial statement analysis. ACIS, (INFOTEP)

• Audit and rectification of Payroll (Ramos Lizardo, Tax Advisors, Santiago).

• Diploma in Accounting for Equals and Taxes. ICPARD, Santiago

• Inventory control management. ACIS, (INFOTEP)

• Cash flow statement. ACIS, (INFOTEP)

• Implementation of the 5 's methodology to improve quality and productivity. ACIS, (INFOTEP)

• Efficient administrative assistant. ACIS, (INFOTEP)

• Office Package Manager (World, Excel, Power Point). INFOTEP, Santiago.

*Known programs: Word, Excel, Power Point, Quick Books*

*Duke, Daceasy, y Newton.*

**IDIOMS**

**Spanish:** Native

**English:** Intermediate (Instituto de Idiomas John F. Kennedy y OM personal Multimedia english.)

**WORK REFERENCES**

**2017-2019**

**RAB EXPORTS (Cigar’s Factory, Zona Franca Industrial Víctor E. Mera),**

**General Accountant**

Tasks:

• Financial Accounting (Accounting Cycle, Preparation of Financial Statements).

• General Accounting (CXP, CXC, Bank Conciliations and others).

•Cost accounting

•Inventory control

• Preparation and Execution of Budget.

• Tax Returns (Form IR-2, IT-1, IR-17, IR-3, among others).

• Sending data formats 606, 607, 608 and 609

• Payroll and TSS Management

**2013-2017**

**Colinas Mall, Accountant Manager.**

Tasks:

• Accounting cycle

• Corporate Finance

• Preparation and Execution of Budget.

• Bank reconciliations

• Debts to pay

• Tax Returns

• Sending data formats 606, 607, 608 and 609

• Payroll

• TSS Management

• Administrative Management

**2010-2011**

**Agencia de Carros PP, SRL, Accounting assistant**

Tasks:

• Bank reconciliations

• Vehicle Costs

• Sending Format 606 and 607

• Preparation of checks

•Among others.

**WORK REFERENCES**

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| * Rab Exports EIRL Tel. 809-575-08-06 Ext. 2002 * Condominio Colinas Mall. Tel: 809-576-6555/829-961-3636 * Importers T & E. Tel: 809-581- 1957/971-7871 * Agencia de Carros PP, SRL Tel: 809-581-6133 Ext.226 |
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**PERSONAL REFERENCES**

* Lic. Rubén Jimenez Tel. 829-677-8581
* Lic. Rafael Cabrera Tel. 809-361-1781
* Ing. Arsenio Isidor Tel. 829-961-4098