

# KHENDI VANESSA ORTIZ SÁNCHEZ .

Administration and finance

**Address:**

**Email:** [vanessasanz02@hotmail.com](mailto:vanessasanz02@hotmail.com)

**Phone:** 602 43 08 56

**Nationality:**

**Driving License:** No

## SUMMARY:

A highly motivated and results-oriented Junior Financial Administrator with exceptional organizational and interpersonal skills. Ability to establish good relationships with service providers and vendors. In-depth knowledge of procedures and practices relating to payroll and accounts receivable with the ability to supervise teams, improve workflow, accuracy and efficiency. I am possesses excellent verbal and written communication skills.

## PROFESSIONAL EXPERIENCE.

### **Domestic Employee (June 2017 - actually 2020)**

- Child care, cleaning, food, shopping and iron.

### **Gerocultora (March 2018)**

- Helping older people carry out their personal cleanliness
- Give them their food, accompany them on their walks.
- Motivate and entertain them, and control their care.

### **Accounting Area (July 2014)**

- Prepare balance of financial books, expenses and income.
- Checks, archive invoices.

## EDUCATION

**Process of higher degree FP Administration and Finance. (2019-2020.)**

**Gerocultor Specialist Course in Alzheimer's Disease. (January-March 2018.)**

**Bachelor of Public Accounting. (February 2012-November 2014.)**

## SKILLS.

**Languages:** Spanish.