# **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.)**

**Skins.**

**Lenguages: Spanish.**