



## Ellen Marques Nunes

Accounting Specialized in Tax management

📍 Rio de Janeiro, RJ

I'm accountant with expertise in tax management, working at Grant Thornton as Account Manager. I have experience with national and international clients of different sectors and activities. I am also attending leading and creating processes according to the Brazilian's laws; as well as, the team and project management.

### +informations

- 📅 10 years' experience
- 🗣️ Fluent English
- 🏠 Available to move
- ✈️ Available to travel

### get in touch



## work experiences



### grant thorton outsourcing

March 2013 - present

#### Accounting Manager

Experienced with national and international clients of different sectors (construction, oil and gas, sales, technology, services, energy and startups) making reports and regular updates to the stakeholders.

Process journal entries and perform accounting corrections to ensure accurate records.

Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports by financial data.

Revise and streamline inefficient work procedures with automation software.

Collaborate extensively with auditors during preliminary and year-end audit processes.

Trained and supervised a team with 10+ employees, ensuring they maintain fastidious attention to detail.

Team, processes and project management, always focusing in improvements and needs of the account systems.

For over 2 years I had worked with clients of construction sector which allowed me to identify and make improvements at the automation software what ensured integrated data.

I have experience with: Prosoft, Alterdata and Protheus (Microsiga).

## language skills

english . fluent

portuguese . native

## skills

### Project Management



### Team Management





#### **mazars cabrera accounting & tax consulting**

October 2012 - March 2013

##### **Accounting Supervisor**

Team management, reports, develop and improvement of internal processes. Customer service to different client sectors (NPO, Sales and others) and audit area.

I have experience with: NetCorp and Alterdata.



#### **acef assessoria contábil**

November 2007 - October 2012

##### **Accounting Coordinator**

Team management, process development, setup and parametrization of accounting systems, report analysis, account reconciliation and procedures review related. Customer service of different sectors: Construction, Sales, Industry, Healthy and Real State.

During this period, I could develop my skills helping my company at process development, through improvements and deliverables. With this background, I started attend on team and process management.

I have experience with: Prosoft System.

---

## education

#### **faculdades integradas de jacarepaguá** 2009

Bachelor's Degree . Accountant

#### **universidade estácio de sá** 2011

Postgraduate . Tax Specialization