

Geraldine L

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Colombia

Applied through AIESEC in ROSARIO, Colombia.

PROFESSIONAL EXPERIENCE

FINANCIAL ASSISTANT

Carga Directa OTM S.A May 2017 - Present Colombia

- Treasury management, national and international payments, banking portals.
- Currency monetization, bank reconciliations, cash flow, balance in banks, billing.
- Registration purchase and sale invoices, revenue analysis and control, general costs.

ACCOUNTS PAYABLE ANALYST

DSV AIR & SEA Apr 2015 - May 2017 Colombia

- Registration purchase and sale invoices,
- Accounts reconciliation
- Invoice review, Invoice accounting.

ACCOUNTS PAYABLES INTERNSHIP

MERCK SHARP & DOHME COLOMBIA Sep 2014 - Feb 2015

Colombia

- Cost reports, expense reports, return of invoices
- Payment orders, purchase orders, attention to internal staff

ACADEMIC EXPERIENCE

AMERICAN SCHOOL WAY Jan 2018 - Jan 2019 Colombia

Languages

CUN (Corporacion Unificado de Educacion Superior) May 2012 - Apr

2017 Colombia

Accounting, Finance, International Trade

LANGUAGES

English Intermediate
Spanish Native

SKILLS

Advanced

- + Collaboration
- + ERP
- + SAP
- + Adaptability

Intermediate

- + Microsoft Word
- + Handling Pressure
- + Microsoft Excel

Beginner

- + Leadership
- + AS/400