

LUIS GERARDO MÉNDEZ VILLANUEVA

UNIVERSITY STUDENT

PROFILE

Student of software engineering, I have theoretical and practical skills of HTML, I have knowledge of Microsoft office specializing in excel, ability to generate timely results with the help of constant improvement of skills and i have year of work experience in the accounting area. I had the opportunity to be part of a team for the accounting administration of companies. My work method is based on objectives to be achieved.

CONTACT



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WORK EXPERIENCE

Accounting assistant: 12 months

Integra asesores y consultores sa de cv

- Management and administration of companies in the accounting area.
- Customer service in reception.
- Control of invoices issued, received and their reconciliation.
- Use of accounting programs and websites (contpaq, adminxml, dem19).

Kitchen assistant: 6 months

El barco del chato sa de cv

- Cooking food in the seafood area.
- Inventory management of ingredients and materials.
- Clean work area.
- Customer service in the sales area.
- Cash register control.

EDUCATION

Universidad Autónoma de Yucatan

Engineering of software | currently in progress

SOFT SKILLS

- English A2
- Teamworking
- Stress control
- Effective communication
- Responsibility
- Empathy
- Flexibility and adaptation

TECHNICAL SKILLS

- Microsoft excel
- Microsoft word
- Google docs
- Google drive
- HTML
- Contpaq
- Admin xml
- SUA