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**SAP**  
**Excel**  
**Power BI**  
**Sketch**  
**Photoshop**  
**Illustrator**  
**InDesign**  
**Power Point**  
**Key Notes**

**Slovak\_native**  
**Czech\_native**  
**English\_C1**  
**Spanish\_C2**  
**French\_B1**  
**German\_A1**

**Team-work**  
**Communication**  
**Self-reliance**  
**Proactivity**  
**Creativity**

Driving licence B

# Zuzana Remsikova

Operations & Process Specialist with over five years of experience in the invoicing and accounting area for EMEA & APAC region.

Positive attitude, persistence and enthusiasm are my definition traits. I enjoy being a proactive team player and attribute to a collaborative and proficient work environment.

## EXPERIENCE

Financial Analyst\_Mercedes Benz Daimler Group, Madrid\_2017  
Invoicing & Accounting tasks in Account Receivable department  
Credit Control, Debt analyse, month-end closings, internal audit documents and reports handling and **Intercompany** process.  
Participation on **Lean accounting project**, Czech republic accounting migration, Fiori invoicing testing IF1/QF2

Invoicing Specialist\_IBM, Madrid\_2015 - 2017  
Guarantee local invoicing compliance following established invoicing procedur. Cross functional cooperation with Internal Tax Department, CRM and B2B experience. Participation in **Agile methodologies** implementation within IBM.

Rental Sales Agent\_Sixt Rent a Car, Madrid Airport\_2013 - 2014  
**International customer service** in fast paced airport environment.  
Management of reservations, frontdesk and phone requests, clames,

## STUDIES

**UX/UI design** - UPGRADE HUB, Madrid 2019/2020  
Agile and Lean methodologies, UX/UI principles, Wireframes, Prototyping Medium & High, Sketch, InVision, Marvel  
Currently working on development of Fintech App

Master degree in **Marketing communication** - UNIVERSITY  
SS. CYRIL AND METOD, Slovakia 2006 - 2011

## VOLUNTEER WORK

Comunidad de Sant'Egidio, Madrid 2018