

Veronica Artahona

CONTACT

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PROFILE

Management of administrative activities developed in the sector of suppliers payment, collections and invoicing, in conjunction with assistance to the management team.

SKILLS

English: Advance writing and speaking.
EF SET: C2 Proficient 74/100

Microsoft Office (Excel, Outlook, Word, PowerPoint)

ERP and CRM

WORK EXPERIENCE

SUPPLIER PAYMENT ADMINISTRATOR

LUPROD S.R.L. Jan 2018 - Present

- Consolidation and tracking of suppliers accounts.
- Management and payment issue (transfers and electronic checks)
- Update of daily payment schedule and weekly accounts payment reports. Monitor, register and input of invoices, credit and debit notes in the system.
- Financial discount negotiations, collection and billing procedures.
- Deposit checks deposit, remittance registration, archive files, customer service, and assistance to the management team.
- Bank account registration and reconciliation.

ADMINISTRATION ASSISTANT - RECEPTIONIST

Mezclas y Sabores C.E.G. Oct 2016 - Jun 2017

- Customer service, both external and internal, in person, by telephone and via email.
- Update of billing, collection of student fees, payroll update and control, photocopy and archive files.
- Purchase of office and cleaning supplies, petty cash management. Organization of graduations and events.
- Government procedures.

ADMINISTRATION ASSISTANT - RECEPTIONIST

Estudio de Danzas Vicky Lapenta Sept 2011 - Jun 2017

- Customer service in person, by phone and via email.
- Collection, billing, conciliations of clients accounts, and other administrative tasks.

LEGAL ASSISTANT OF THE CORPORATE DEPARTMENT

Travieso Evans Arria Rengel & Paz Oct 2015 - Oct 2016

- Reservation of name and registration of articles of incorporation, memorandum of assembly, authenticate and legalize documents.
- Bank procedures and justification of expenses.
- Archive and drafting of documents and minutes.

STUDIES

Accounting and Finance Course for Non-Specialists

Universidad Tecnologica Nacional (Argentina) Jul 2022 - Sept 2022

Graduate degree in Business Law

Universidad de Palermo (Argentina) Aug 2017 – Oct 2019

Bacherlor degree in Law

Universidad de Carabobo (Venezuela) Oct 2011 - Nov 2016