SOFÍA CARLINI

PUBLIC ACCOUNTANT STUDENT | UBA



WORK EXPERIENCE

Jampp (Devego SA)

Payroll Senior Analyst — September 2022 - Present
Payroll Analyst — October 2021 - August 2022

- Taking ownership of the payroll process and replying to internal and external queries.
- Working along with Payroll advisors in order to ensure global payroll compliance and payments in time (Argentina, Singapore, US & Brazil).
- Monthly payroll tax filings and other compliance requirements.
- Monthly payroll booking accounting journal entries and support to the accounting team on payroll related matters (bonus accruals, holidays track, amongst others).
- Managing of people administrative matters, such as new hires, holidays and other leaves, taxes and compliance local requirements.
- Working with various customized systems to ensure proper accounting and controls of the payroll information.
- Proactively identifying issues and keep managers informed in a timely manner.
- Detecting on improvements opportunities to trigger off new administrative processes.

Accounting Firm - Scapolla

Tax & Payroll Assistant — February 2019 - October 2021

- Salaries and wages's settlement according to the different Unions.
- Settlement and presentation of local fringes (SICOSS-AFIP Form 931)
- Settlement and presentation of union contributions (commerce-construction-gastronomic-health-advertising-television-etc.)
- Calculation of earning withholdings 4th category
- Permanent advice to employers/clients
- Monitoring and regularization of debts / payment projections
- VAT settlement and presentation
- Settlement of Gross Income Tax (CM-AGIP-ARBA)

LANGUAGES

- English (advance)
- Italian (basic)
- Portuguese (basic)

CONTACT & INFORMATION

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Age: 23 years old (27/08/1999)

EDUCATION

2018 - 2023 (July - expected)

Buenos Aires University | Economics School

Advanced* Public Accountant student

*Percentage of course completion : 94%

SKILLS

- Teamwork
- Problem-solving
- Under pressure working
- Adaptability
- Attention to detail
- Prioritization

COMPUTER SKILLS

- Office
- Catedral Software
- Tango System
- Integrated System of Applications (SIAP)
- NetSuite
- Xero
- Colppy