Valeria Labate



ABOUT ME:

I am a proactive person, organized, planner, with good interpersonal relationships.
I always have the best predisposition for the realization of my work.
I am looking to continue learning and growing at work, contributing my knowledge and acquiring new ones from my colleagues and superiors.
I am looking for a new work challenge that will allow me to exploit my potential.

LANGUAGES

Advanced English.
Basic Portuguese.
Native Spanish.

CONTACT INFORMATION

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ACADEMIC EDUCATION

UAI- CESYT.
2019-2022.
Tourism and Hotel Management

Instituto Santa Maria de los Ángeles.
2010-2015
Commercial bachelor's degree.

WORK EXPERIENCE

Distribuidora Cummins S.A.

FOREIGN PAYMENT ANALYST.
May 2023 - Actuality.
Follow-up of overdue invoice reports. Download of monthly reports. Control and follow-up of due date agenda. Creation of dynamic tables. Loading of payments abroad in HSBC.
Downloading of necessary documentation (Dispatches, Siras, transport documents). Preparation of sworn statement and 6401. Closing of exchange. Request of funds. Creation of file and sending of payment details of the same.

Editorial Vértice SRL.

PAYMENT TO SUPPLIERS.
February 2023 - April 2023.
Accounting registration of invoices, credit and debit notes. Proficiency in management tools and Office package. Control and follow-up of due date agenda. Preparation of payment orders. Weekly cash flow. Manual preparation of checks/echeqs. Telephone attention to suppliers. Making local and international payments and sending receipts. Supplier account reconciliation. Control of withholdings. Investments in fixed-term deposits and investment funds. Loading of invoices and purchase orders in Finnegans system.

ADMINISTRATIVE RECEPTIONIST
May 2022- January 2022.
Load purchase orders, invoices, payment orders, stock adjustments, new suppliers. Funds movements. The management system used was Finnegans. Bank reconciliations. Telephone answering and mail reception. Ordering of ISBN codes at the book chamber. Bank transactions and payment of various services. Replenishment and shipment of products through oca and Dhl international. Petty cash control and homebanking management.

El rey Sancho.

MANAGER
June 2020- April 2022.
Cashier. Attention to the public. Opening and closing of cash register. Handling of posnet. Invoicing. Ordering of merchandise. Payment to suppliers.

Sheraton Bs As Hotel & Convention Center.

HOSTESS.
October 2019- March 2022