

Erika Pupillo Garnica

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Work Experiences

03.2019- Present
• AR Analyst • Invoicing & Collection Team • Champion X

04.2015-03.2019
• Payments Analyst • Payments Team • Accenture

04.2011-04.2015
• Account Billing & Receivable Assistant • Eaton

02.2006-04.2011
• Account Payable Assistant • IBM

AP Tasks:

Process invoices PO and NON PO with its cost center and account and PO, check PO and identify possible errors to be corrected asap, analysis the suppliers accounts reconciliation and their cost center, credits, debits, payment order and send to the signatories and send the cost projection report (weekly, monthly and annually), payments imputation with the suppliers pending invoices, processed invoices, debits and credits notes into SAP, bank conciliations, journal entry, accruals, assistance to the different suppliers in English and Portuguese, suppliers updates (contact information, bank information, payment terms, payments method) into SAP, fixed fund replenishment, identify possible differences and match them with the movements in our system and identify errors and fix them with journal entry. Regions: Latam, Europe (Canada, England), Asia, India and United State.

AR Tasks:

Analyze to identify and conciliate bank statement with pending invoices in our system, invoice the different products lines and services with SO or NON SO, generate credits notes for serial numbers failed or according terms in the contract and keep customer information updated into our system with theirs support attached, generate and send Consolidated Open Orders Report, Sales inventory list reflected in Power BI, Collections and Projection Report and assistance to internal and external customers in English, Portuguese or Spanish by email and check the customers bank details so we can identify and match the collection in the bank statements so we can include the clearing number, check or e-check in the right invoices and create a journal entry to adjust possible differences for using a wrong account or Exchange rate.

Academic Studies

UDEMM
- Business Administration Bachelor graduated in 2021

UADE
- Public Accountant – graduated in 2022

Education IT
- SQL
- Phynton
- Excell Advanced: Pivots, Macros, Power Query, Reporting

Referencias

CHAMPION X
Reference: Jeramy Taylor
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ACCENTURE
Reference: Karina Martinez
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EATON
Reference: Irene Reale – Alonso German
Role: Accounting Manager
Telephone: 011 41244000
IBM
Reference: Luciana Perez
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