

JOSEFINA SPINAZZOLA

BACHELOR'S DEGREE AT ADMINISTRATION.

Birth date: 02/03/2000
ID: 42.290.666
Marital status: single
Nationality: Argentinian.

PROFILE

I consider myself a very responsible person, with good interpersonal relationships and a great ability to work as a team. I am looking forward to work in a pleasant work environment that allows me to develop my knowledge and continue growing professionally and personally.

HOW TO CONTACT ME

Phone number: 1156151527
Email address:
Josefina.spinazzola@gmail.com
City town: San Justo .

WORK EXPERIENCE

Procure to pay Analyst

Warner Bros. Discovery July 2023 -present

Invoice processing - Invoice reconciliation - Factoring - Follow-up of resolution of suppliers cases both internal and external.
Comex Payments: Amex, Cash advanced (Concur), BTA, CPC, TWIFIL. Currency purchase (USD)
Payments in CLP: ANFP, Intership Students, HR Payments for payroll and judicial retentions. Expired Payments, highways payments. Execution of payment proposal for both critical suppliers and common suppliers.
Payments of Previred, taxes, contributions. Municipal patents.
Bank account Balances, and monthly compensation.
Intercompany transfers.
YearEndClose tasks.
All items for societies Canal Del Futbol, WarnerMedia and CNI. Country: Chile
Knowledge Transfer Information: Transition of every task in charge to another GBS in Mexico, India and Poland.
Use of SAP HANA

Administrative employee - Auditor

Ministry of Social Development of the Nation
March 2022 - March 2023

I Developed an analysis of Files processed by the Ministry and different Entities, both governmental and non-governmental organizations carrying out a legal, technical and accounting evaluation to proceed with its definitive closure.
Preparation of an accounting report
Use of the GDE system.

EDUCATION

National University of La Matanza

Bachelor´s Degree at Administration

2018 - present
Amount of subjects: 26
Level: Advanced

High school- Instituto Parroquial Santa María

High school degree in Social Sciences

2012 - 2017

SKILLS

- Language skills

Native language: Spanish
English: fluent

- Office: intermediate
- SAP HANA PROD (Latam)
- Program "Crece con Google para jóvenes " -Google.
  Course in Digital Marketing

·Google Ads
·Search Network
·DisplayNetwork