MACARENA ORCE

ADMINISTRATIVE ACCOUNTING ASSISTANT

54 9 11 3032-5783

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Buenos Aires, Argentina

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PROFILE

I am a qualified and professional assistant with three years of experience in administration and management. Strong creative and analytical skills. Excellent attention for detail and incredible sense of responsability.

SKILLS

- Teamwork
- Design Thinking
- Leadership
- Data Analysis
- Problem-Solving
- Customer Support
- Project Management Tools
- Strong Communication
- Planning
- Organization

EDUCATION

SECONDARY SCHOOL

Perpetuo socorro
2012 - 2017

BACHELOR OF BUSINESS ADMINISTRATION

Palermo University
2020 -

EXPERIENCE

GLOBAL COMPLIANCE AND REPORTING

Ernst & Young GDS
2023 - 2024

- Writing emails.
- Journal entries.
- Bank reconciliations.
- Data analysis in Excel.
- Reporting to regulatory entities.
- Reports presentation.
- Financial analysis.
- Client communication.
- Daily client meetings in a foreign language (set up and manage)
- Management of schedules and tasks.
- Documentation of procedures (SOP).

STORE MANAGER

Pharmacy "Antigua San Roque"
2021-2023

- General manager
- Management of online store (E-commerce).
- Cashier.
- Customer Support
- Settlement of prepaid medicine
- Stock control.
- Quotations and assembly of orders.
- Management of suppliers.
- Marketing strategies.

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