TORRES ROMERO, SOFIA

PERSONAL INFORMATION

DNI: 33934724
Date of birth: 17/07/1988
Adress: Matheu 1130, 2° D, C.A.B.A.

CONTACT

MOBILE NUMBER:
1569039569

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HOBBIES

Reading, I love it, my favorite authors are Stephen King and Agatha Christie.
Movies, TV shows.
Pilates.

EDUCATION

Commerce School N° 2 D.E. 1° Dr. Antonio Bermejo
2002 - 2006
Título Perito Mercantil con especialización contable.
Egresada con promedio general de 7.

University of de Buenos Aires
2007 - Current
Public Accountant

WORKING EXPERIENCE

Centro Gallego de Buenos Aires – Auxiliar Adm. 1°
2008 - 2015
I started as an intern making the income and surrender of the Fixed Fund. In 2010 I was hired full time and went to the area of Payment to Suppliers, where I entered the invoices, controlled the documentation, made the payment along with their corresponding withholdings.

OsPeCon – Auxiliar Adm.
2015 - 2018
Recupero Sur area. Income and billing control concerning disability. Assembling papers for presentation to the Superintendency of Health Services according to current regulations and resolutions.

Audisalud – Auxiliar Adm.
2018 - 2022
A Health Services Manager company. Depending on the client the task changes. I started in debit control, making the corresponding re-invoices.
I am currently in billing auditing: control of benefits according to the National Nomenclator and current agreements.

Medicus – Junior Accounting Analyst
2022 – currently
Bank reconciliation. Settlement and reconciliation of creditcards.
Cash reconciliation. Analysis and review of income statements.

COMPUTER SKILLS

- Windows XP , Vista, Windows 7,8, 8.1,10
- Office (Intermediate)
- Adobe Photoshop (Intermediate)
- Software AS IBM, Tango, SAP, SIAP, SICORE.