

JON MARTÍNEZ

CERTIFIED PUBLIC ACCOUNTANT

Detail-oriented and highly motivated professional with experience in accounting and financial operations. Recognized for my responsibility, commitment, and ability to adapt to dynamic environments. I am seeking an opportunity to continue learning, grow professionally, and contribute to a team with dedication and a strong desire to develop my career.

CONTACT

- Cell Phone: +54 11 5724-8509
- Email: martinezjonabel@gmail.com
- Current Residence: Buenos Aires, Argentina.
- LinkedIn Profile: www.linkedin.com/in/jon-abel-martínez-9aa19118b

SKILLS

- Responsible
- Team player
- Quick learner
- Works well under pressure
- Adaptability to dynamic environments
- Positive attitude

LANGUAGE

Spanish (native)

English C1 (EF SET 70/100)

EDUCATION

Universidad de la Marina Mercante

CERTIFIED PUBLIC ACCOUNTANT (CPA)
2017 TO 2023

Instituto Universitario de Seguridad Marítima

BACHELOR'S DEGREE IN PUBLIC ADMINISTRATION
2014 TO 2019

Instituto Madre de los Emigrantes

PERITO MERCANTIL CONTABLE

TECHNICAL SKILLS

- Microsoft Office (Excel, Word, PowerPoint)-Advanced.

PROFESSIONAL EXPERIENCE

Accounting Analyst at Prefectura Naval Argentina

Feb 2018 - Mar 2024

- Supplier payments, execution of bank transfers, and cash management.
- Control of invoices, checks, and supporting documentation.
- Recording invoices, delivery notes, and accounting entries; reconciling current accounts and performing monthly closings.
- Withholding taxes (VAT/IVA, Income Tax, SUSS) for suppliers in accordance with withholding and perception regulations.
- Development of financial reports for senior management.

Accounting Administrative Assistant at Prefectura Naval Argentina

Feb 2017 - Feb 2018

- Recording of invoices and accounting entries; reconciliation of accounts and monthly closings.
- Cash management, cash count, and handling of funds and valuables; filing of supporting documentation.
- Requesting, managing, and monitoring the public budget, aligned with state guidelines and regulations.
- Management of files through the GDE (Electronic Document Management) system.