

# CECILIA HERNÁNDEZ


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## SUMMARY


I have experience in accounting tasks and commercial management. I have flexibility to work in a collaborative team, excellent communication skills and problem-solving capacity.
I am a proactive and responsible person. I like continuous improvement and standardization of processes. I have the ability to work autonomously and meet deadlines.


## SKILLS

- Oracle and Bejerman Accounting Systems
- Berenson and Micros Systems
- Excell, Spreadsheet Server and Power BI
- CRM management: HubSpot/ Mailchimp®
- Canva/ Pixel Hunter/ Freepick /Yandez
- Microsoft Office Suite

## EXPERIENCE

**INTERCOMPANY ACCOUNTANT** . 11/2022 - Current
***Syneos Health***. Buenos Aires. Argentina

- Prepare the Fixed Assets and Transfer Pricing Billig Intercompany Processes. Booking of Accounts Receivable and Payable Intercompany invoices into Oracle. Prepare manual entries, accruals, credit notes and revaluation processes. Prepare monthly account reconciliations, analysis and follow up of open items to ensure the integrity and accuracy of financial records. This involves identifying and resolving discrepancies, recording necessary adjustments and ensuring the correct reconciliation of balances.
  Financial analysis and monitoring of PUDS and projects.
  Generate required reports accurately and within target dates.
  Interact with related teams to obtain supporting documentation.
  Support the team with month end close activities.
  Financial analysis of the intercompany transactions between different entities within the company, ensuring compliance with tax regulations, accurate record keeping and the generation of reliable financial information in compliance with Sarbanes Oxley (SOX) regulations for financial reporting and auditing of listed companies.

**COMMERCIAL ACCOUNT EXECUTIVE**. 03/2021 - 11/2022
***SIF Group***. Buenos Aires. Argentina. Chile y Brasil

- Development of B2B marketing. Processing of import and export shipments. Market research. Customer and supplier relationship management. Preparation of budgets for import/export operations for companies. Coordination with agents abroad, negotiation and advice to customers. Development of Inbound Marketing strategies. Follow-up of payments and customs documentation. Creation of databases from database software. Penta Transaction y Softrade. Email Marketing campaigns.Management of email marketing platforms of Sales Intelligence and Engagement: ContactOut Email Search Engine, Apollo.io, FindThatLead - B2B Lead Generation y Lusha | B2B Database, Company Contacts & Business Leads, Facebook Business Suite y LinkedIn Sales Navigator.

**COORDINATOR**, 08/2019 - 03/2021
***Racket Club Spa.InterContinental Hotels Group IHG®***, Buenos Aires, Argentina
- Data entry in accounting management systems. Invoice processing, control and settlements. Creation of quotations and budgets. Monthly monitoring of KPIs. Accounts receivable and payable. Account reconciliation. Cash Flow. Preparation of reports for the financial and accounting departments. Discount of national taxes (IVA, IIBB and IG). Coordination and preparation of Outsourcing settlements (BPO). Control of payment to suppliers.

**SENIOR ADMINISTRATIVE**, 12/2015 - 04/2017
***Racket Club. Marriott International Plaza Hotel***, Buenos Aires, Argentina
- Control of payment of outsourced employees' fees. Analysis and collection management of memberships and guest services. Reconciliation of the portfolio of accounts receivable from hotel members. Analysis of accounts and credits with suppliers. Preparation of credit and debit notes and receipts. Inventory management. Purchasing management. Cost control and payment methods.

**SENIOR ADMINISTRATIVE**, 06/2014 - 08/2019
***Racket Club Spa.InterContinental Hotels Group IHG®***, Buenos Aires, Argentina
- Collection and invoicing of memberships, room charges, and other hotel services. Cash flow. Preparation of accounting reports for management meetings. Payment to suppliers and outsourcing service. Control of collections and payments. Reconciliation of accounts with the hotel and other accounts. administrative tasks in support of the management department.

## EDUCATION

***Universidad CAECE***, *Argentina, 01/2023 - 12/2024*
**Bachelor of Business Administration: Business & Managment**

***Cámara Argentina de Comercio***, *Argentina, 03/2020 - 12/2022*
**Business Management Technician: Business & Management**

## LANGUAGES

**Spanish:** First language

**English:** B2
Upper intermediate

**French:** A2
Elementary

Escaneado con CamScanner