

MATEO MARGUERY

ACCOUNTING ASSISTANT

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CABA, Argentina

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ABOUT ME

I consider myself a creative and resourceful person, capable of adapting to different scenarios. I have a strong willingness and interest in learning new skills, and I strongly believe in teamwork.

WORK EXPERIENCE

Accounting Assistant
IP LEGAL S.R.L. / OBF IP LLC
Mar 2021 - Present

- Billing: in charge of the generation, sending and follow up of invoices.
- Collections: follow up and analysis of statements of account, weekly collection projections generation of billing receipts, and attention of clients.
- Accounting: modification and entry of accounting entries, banking reconciliations, assistance in fiscal year-end closings and audits.

EDUCATION

León XIII
2016 - 2020

Colegio Cardenal Newman
2008 - 2015

SKILLS

- QuickBooks
- ERP Business Management systems
- PDF Edotor (Acrobat/Wondershare)
- G Suite & MS Office Suite
- Leadership
- Effective Communication
- Critical Thinking
- Time Managment

LANGUAGES

Spanish:
Native.

English:
Level C2.
https://cert.efset.org/wXw72X