SOFIA EDITH BARRETO

Buenos aires | 15-5761-4971 | barretosofiae@gmail.com

Summary

Experienced Billing analyst with 4+ years of experience in analyzing and processing invoices

Work experience

RICOH

Billing analyst| January 2023 - Present
Assist in conducting end of month billing process
Reconciling billing discrepancies to ensure accurate invoicing and payment processing.
Resolving queries on unbilled orders and unpaid invoices
Assist with the end monthly closing by providing support to the accounting team

Vidt medical center
Billing analyst| July 2019 – December 2022
Analyze, compare and validate accuracy of billing data
Respond to client and management requests relating to billing data issues

PSICOP
Administrative | August 2018 – June 2019
PROCREARTE
Receptionist Administrative | November 2017 – July 2018
Modelo del sol psychiatry clinical
Receptionist Administrative | March 2015- September 2017

Education

Bachelor of business administration
Tres de febrero University | March 2024-Present

Skills

-English C2, written and verbal
-Billing systems
-Strong attention to detail.
-Ability to work independently and in a team
-Ability to prioritize and multitask
-MS office
-Problem solving
-Effective communication skills.