

JUDITH GONZÁLEZ

Administrative Analyst

ABOUT ME

Working as administrative analyst for different multinational companies, I've obtained experience and knowledge in processes as accounts payable, general accountancy, account receivables, inventory and stock management.

Currently, I'm pursuing a degree in Accountancy, but I'm always open to learn and develop other skills.

CONTACT

LOCATION:
Boulogne, Buenos Aires, Argentina

PHONE:
+549-11-3384-3300

EMAIL:
gnzlz.judi@gmail.com

EDUCATION

Universidad Nacional de Moreno
Public Accountant
In progress (Currently 70% of advance)

LANGUAGE SKILLS

Spanish: Native (C2)
English: Upper-Intermediate (B2)
Portuguese: Intermediate (B1)

INFORMATIC SKILLS

Microsoft Office: Advanced
Power BI/Power Query: Basic
Visual Basic for Applications: Basic
SAP: Intermediate (Modules FI & MM)
Ariba: Basic
Concur: Basic
Oracle ERP: Basic

ADMINISTRATIVE WORK EXPERIENCE

AES Servicios America SRL – Accounts Payable Analyst
01/2024 –06/2024
• Compliance revision of invoices, debit and credit notes in ERP system for payment approval, for over 100 renewable energy companies in U.S. • Conciliation of vendors' balances and account statements.

Serv. Integrados de Gestión y Control SRL – Accounts Receivable Analyst
09/2023–01/2024
• Registration of payments receivables and reconciliation of banks and customers' account statements, for an important oil company in Argentina • Contact customers to request overdue payments • Credit and debit notes emission

SAP Argentina SRL – Finance Operations Specialist
02/2022–03/2023
• Preparation, execution, and monitoring activities for a team of 8 analysts, working on accounts payable for SAP companies in Latin America and the Caribbean countries • Analysis and follow-up of open cases, providing support and training to analysts and other departments • Accounting entries in cost centers, control and reconciliation of accounts • Control and reconciliation of corporate credit card expenses • Review of lease contracts and related charges applying IFRS 16 • Analysis and reporting to improve KPIs and SLAs • Support in process improvement activities: testing and development.

Chevron Business Support Center SRL - Inventory and Exchange Analyst
10/2021–01/2023
• Control and reconciliation of lubricants and oil inventories from reports provided by third-party terminals in U.S.• G/L analysis • Processing of payment orders for terminal rentals • Invoices and credit notes emission • Preparation of supporting documentation and reports for closing activities.

Accenture Service Center SRL - Settlements Senior Analyst
07/2016–10/2021
• Control and process of received invoices, debit notes, credit notes in ERP systems, for an important oil company in U.S. and Canada, and for LATAM & U.S. operations for a construction supplies manufacturer • Analysis and reconciliation of vendor account statements • Contact with vendors for discrepancies • Management of documentation for payments and auditory requests • Invoices creation • Accruals and True up reports for closing activities • Collaboration on Inventory, Tax, Accounting and Treasury processes • Automation of reports and processes using VBA.

Accenture Service Center SRL - Accounting Analyst
12/2014–06/2016
• Accounts reconciliation for an important gas company in U.S. • Financial analysis of tax payment, royalties, payments and revenue accounts • Revision and adjustments on gas monthly production.

Villares SAC - Warehouse Receiver
02/2014–12/2014
• Goods receiving, performing quality control for sales • Invoices and bill of lading registration in ERP system • Transfers between warehouses • Creation of purchase orders and bill of lading • Stock control