

NATALIA BRAILLARD (38 AÑOS)

PROFILE

With 6 years as an Accountant Assistant, I excel in providing accounting and administrative support to stakeholders and third-party offices. Experienced in managing financial records, assisting in tax settlement, and ensuring compliance with standards, I bring strong expertise in analysis, reconciliation, and reporting. My 10 years in diverse roles have enhanced my multitasking and organizational skills, enabling me to handle multiple projects and deadlines efficiently. I adapt quickly to new challenges, foster collaboration, and focus on delivering accuracy and value in all tasks.

CONTACT

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PROFESSIONAL EXPERIENCE

Sophia Capital S.A.|Accounting Administrator

June 2015 – Present

- Improved account reconciliation and monthly closing processes, reducing errors by implementing automated checks.
- Enhanced cash flow management and financial planning through detailed reporting and forecasting.
- Tax filings and vendor payment processes, ensuring timely compliance.
- Optimized expense tracking and petty cash management, increasing transparency and control.

Rosso Alba, Francia & Asociados|Administrative Assistant

January 2014 – June 2015

- Optimized scheduling and travel management for partners, improving time efficiency and reducing logistical issues.
- Enhanced expense reporting and petty cash control, increasing financial transparency.
- Developed bilingual correspondence and document translations, ensuring professional communication with international clients.
- Implemented an improved system for office supply inventory, reducing costs and ensuring stock availability.

EY (Ernst & Young)|Executive Assistant

June 2010 – January 2014

- Enhanced calendar management for Stakeholders, ensuring seamless coordination of meetings and travel.
- Improved expense reporting processes, reducing delays and ensuring compliance with company policies.
- Organized workshops, client meetings, and international travel, increasing client engagement and operational efficiency.
- Strengthened client relationships through effective bilingual communication and personalized support.

EDUCATION

ACCOUNTANT
UBA – BUENOS AIRES – ARGENTINA
2024

COURSES

ACCOUNTING ASSISTANT – CAPACITARTE – 2019
FINANCE FOR NON-SPECIALISTS – CAPACITARTE – 2019
INVESTMENTS AND FINANCES – CAPACITARTE – 2019

KEY SKILLS

Strong interpersonal and communication skills, with the ability to collaborate effectively in team settings. Proven expertise in problem-solving, attention to detail, and excellent organizational abilities. Proficient in MS Office (Excel, Word, Power Point), financial reporting and Bejerman Web.