

CONTACT

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Boedo, Caba

Venezuelan

COMPETENCES

TeamWork

Accounting, analysis and financial planning

Customer Support

Languages

- Native Spanish
- Intermediate English

Skills

SAP ★★★★★

EXCEL ★★★★★

OFFICE ★★★★★

MARIA VICTORIA MANZANILLA TORO

The most valuable thing that capitalized during my years of work, in the area of finance, were the links and the pride of many achievements with my team. My goal is to provide quality work and learn from the professionals that make up the different areas of the organization.

EDUCATION

- **Oct2011-Jul2015** **Bachelor in Accounting**
  Universidad Católica Andrés Bello
- **Jul2006-Dic2006** **Senior technician in fiscal and tax management**
  Instituto Universitario de Mercadotecnia

EXPERIENCE

- **Planning and Management Analyst JR**
  Productos Roche, S.A *Caracas, Venezuela*
  Jul2015- Oct2018
  - SAP K-User for FI/CO module
  - Prepare and guarantee the reasonableness of Forecast events.
  - Prepare the management reports, based on the financial and accounting reports that reflects the reasonableness of the figures and transactions
  - Control the execution of the budget during the fiscal year vs. The items executed monthly, and identify the variations in order to determine the preventive or corrective actions

Achievement: Creation of a shared file for filling the spending budget of each department with defined premises (inflation, exchange rate, etc.)

- **Accounts Payable Intern**
  Productos Roche, S.A *Caracas, Venezuela*
  Feb2014-Jun2015
  - Request the creation of customers and suppliers in SAP
  - Generate VAT vouchers and Income Tax
  - Request creation of payment proposals for suppliers and employees.
  - *Attention to the internal and external customer*

Achievement: File and control of the documentation required for the creation of suppliers (Articles of incorporation, bank references, fiscal data, etc.)

- **Accounting Assistant**
  Dousset Asesores Financieros *Caracas, Venezuela*
  Feb2013-Jan2014
  - Accounting record
  - Tax declaration
  - Verification of purchase and sale books
  - Collection management

Achievement: Complete updating and sealing of accounting books.

PROFESSIONAL EXTENSION COURSES

- **Mar2017- Jul2017** **Diploma in Finance**
  Universidad Central de Venezuela
- **Oct2016-Dic2016** **Diploma in cost and budget**
  Universidad José Antonio Páez