



17.04.1976

**Calle Martínez Oviol 21 2A-28021**

Madrid, SPA

Cell 66 06 81811 - Accountant

## Overview

- Knowledge in preparation of financial statements, accounting, insurance policies, credit, taxes, VAT and Retention and control and monitoring of management. Knowledge and accounting, control and monitoring the area of cash, control as well as the control and monitoring organization's budget. Knowledge and application of office automation tools (Either Windows NT, 98, 2000, 2003, XP), email, Internet, office (Excel, PowerPoint, Word and Access) and ContaPlus programs, Nexus and A3. " I am a person with a great profile to handle situations that require immediate, hardworking, honest, educated also my responsibility are pillars in my life, I value my work and opportunities given. I like working in a team adding value to all assignments.

<b>Key Words</b>
<a href="#">control</a> <a href="#">monitoring</a> <a href="#">knowledge</a> <a href="#">financial</a> <a href="#">accounting</a> <a href="#">management</a> <a href="#">accountant</a> <a href="#">preparation</a> <a href="#">developing</a> <a href="#">nexus</a> <a href="#">value</a> <a href="#">commercial</a> <a href="#">application</a> <a href="#">office</a>
<b>Alternate Languages</b>
<a href="#">Español</a>
<b>Similar Resumes</b>

## Objective

- Apply each of my skills in the company, developing each and a max of my efforts to get a better result. Moving up the organization always show my strengths.

## Employment History

06/09-Actually

**JAVIER DE BENITO GABINETE TRIBUTARIO SL**

Madrid, SPA

Accountant

- Accounting records, invoices, bank statements, etc..
  - Preparation and tax and withholding tax. Developing States Financial. A3 management accounting software and Excel.
  - Serving customers provided.
- Finance and Management at Commercial Registry of the novelties of the assigned clients.

08-06/03-09

**MAR Y CASAS MEDITERRANEAS SL**

Madrid, SPA

Assistant business management

- Management expenses and income of the Commercial Department, Client Control, endorsements Management, Implementation and Control of sales contracts, Budget; monitoring the budget, financial reports to the address in the program Nexus Excel, administrative duties, drafting letters, customer service. PowerPoint presentation of the real estate development.

09-05/08-06

**GESERV SL**

Madrid, SPA

Accountant

06-99/06-05

**BIOAGRICOLA DEL LLANO SA ESP**

Villavicencio, COL

CFO

## Education

2006

**CENTRO DE ESTUDIOS FINANCIEROS - CEF**

Madrid, SPA

Master of finance

2003

**UNIVERSIDAD DEL META**

Villavicencio, COL

Accounting



