

Administrative and Accounting Manager

Experience	Administration, Management, Accounting, Collections, Financial System Processes
Education	Business Administration, 2022 César Vallejo University

Professional Experience

2024 – Present	ITASCA Perú, Lima, Perú Administrative and Accounting Assistant
2017 – 2024	A&O CONSULTORES SAC, Lima, Perú Administrative, Accounting, Financial, and Commercial Assistant
2023 – 2023	C24 GROUP, Lima, Perú Finance and Commercial Assistant
2019 – 2023	Inmobiliaria Vadaclarida, Lima, Perú Treasury Assistant
2020 – 2023	Digital Consulting S.A. Lima, Perú Treasury Assistant
2017 – 2018	PK CONSULTORES S.A.C, Lima, Perú Administrative Assistant

Project Experience

Administrator with over seven years of experience, skilled in financial system management and processes, demonstrating effective performance in invoicing and collections, factoring, rent management, tax declarations, customer service, human resources, and supplier relations.