

# Nadia Stefania Perez Alvarado

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## Personal Profile

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I am a professional accounting and finances. I studied social services in College and accounting and finances at University in Spain. I can improve my skills about Accounting and Finances in the financial or commercial department. My native language is Spanish. Also I can speak Catalan and I have a basic English.

## Key Skills

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- Good I.T. skills: Open Office, Microsoft Office and Google Drive
- Windows XP, Microsoft 7 and 8
- Excellent communication skills, both written and verbal
- Excellent punctuality and attendance
- Good capacity to adapt a new operating systems
- Good Excel skills and work in a team

## Employment History

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### Accountant, Wind Up, Location

*(February 2016- July /2016)*

Achievements and responsibilities:

- Using a program A3con to enter bills received and send it in various companies
- Bank conciliation
- VAT liquidation
- Documents and computer management

### Shop Assistant, Fósforo Shop, Barcelona-Spain

*(December 2010 – April 2016)*

Achievements and responsibilities:

- Counselling
- Sale to customers

## Education

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### Universitat Autònoma de Barcelona

*(2011 – 2016)*

- Degree in Accounting and Finance

### L'Esperança, Barcelona-Spain

*(2009 – 2011)*

- I studied in Social Sciences