

M A I R A E S C O B A R G E I S T

EXECUTIVE ADMINISTRATION



CONTACT

+ (54) 9 11 3353 0157
Buenos Aires, Argentina
23 years

SUMMARY

I began my career working on a gastronomic project for a family-owned business, where I developed basic skills in local gastronomic management. This is where my professional evolution in the field started. Over time, and thanks to my development and confidence within the company, I was transferred to the total administration area, where I took on higher-level responsibilities and skills. This year, I was able to start financing my university studies in a field of interest to me: tourism.

SKILLS

Problem solving
Organization
Management and Leadership
Strong communication
Adaptability
Proficiency in business management systems

EXPERIENCE

Manager of Gastronomic Establishment and Purchasing

ESCODIAZ SEEDS SRL

2021 - 2022

- Customer Service
- Collections and Cash Reconciliation
- Stock Control, Inventory Management, Supplier Orders, and Supplier Relations
- Proficiency with Maxi Rest Billing and Administration System
- Staff Supervision and Scheduling

Executive Administration

ESCODIAZ SEEDS SRL

2022 - present

- Accounting system management, control, and data entry (Contagram)
- Organization and control of files
- Customer Service and collections
- Preparation of all types of Invoices and Credit Notes
- Payments and Tax Analysis (F931, IIBB, Corporate Income Tax, Payment Plans, Unions)
- Full Communication and liaison with Accounting Firm
- Management and Organization of Payments to Suppliers and Current Accounts
- Calculation, Control, and Payment of VEP (Electronic Payment Voucher)
- Management of Employee Records and Updates
- Filing and Organization of Physical and Digital Documentation - Excel - Email
- Complete Handling of Online Banking and Control of Bank Expenses - Banco Galicia - Banco Comafi - Banco Nación
- Management and Analysis of Monthly Closing Reports - Total Expenses - Total Income - Fixed Costs
- Meetings with Employers Regarding Final Monthly Balances

EDUCATION

High School Diploma in Social Sciences

Instituto Parroquial Santa Rosa de Lima - Villa Rosa

2012 - 2018
Completed.

Bachelor's Degree in Tourism

Universidad de Ciencias Sociales y Empresariales - UCES

2024 - present.