



Jocelyn Gabriela Martínez Piñeiro

ACCOUNTANT

Work experience

CPS

Management assistant. | December 2023 – April 2024

- MANAGEMENT AGENDA
- BILLING
- BOOKING AND PURCHASE OF FLIGHTS
- ELABORATION OF BIDS
- CAR MANAGEMENT AND ADMINISTRATIVE CONTROL
- ON-THE-SPOT PROBLEM SOLVING
- STAFF COORDINATION
- PREPARATION OF REPORTS AND ANY OTHER REQUESTED DOCUMENT.
- CUSTOMER SERVICE
- SUPERVISION OF THE PROGRESS AND EXECUTION OF THE TASKS OF THE NEW PERSONNEL
- RECORDING OF EXPENSES
- RECORDING EXPENSES
- MEDIATING BETWEEN STAFF TO RESOLVE AND AVOID COMPLAINTS

LIVE AQUA CANCUN

Concierge. | April 2023 - November 2023

- WELCOME AND RECEPTION TO THE GUEST
- PERSONALIZED ATTENTION
- PROBLEM SOLVING
- RESERVATION OF ACTIVITIES AND PLACES
- SALES
- RESOLUTION OF ALL GUEST'S DOUBTS
- ADMINISTRATION OF SALES PER DAY
- CASH CUT-OFFS
- DIRECT WORK WITH RECEPTION
- ANTICIPATE TO EVERYTHING THAT THE GUEST MAY REQUIRE
- FLOWING INGLES

ROYALTON RIVIERA MAYA

Hostess. | November 2022 - April 2023

- WELCOME AND RECEPTION TO THE GUEST (BUFFET AND SPECIALTIES)
- DAILY REPORTS
- ORGANIZATION OF THE CECO
- SALE OF SPACES AND BOTTLES
- SOLUTION AND FOLLOW-UP OF INCIDENTS
- CONVERSATIONAL ENGLISH
- FOLLOW-UP ADMINISTRATION OF CERTIFICATIONS FOLDERS (GLASS)
- CONVERSATIONAL ENGLISH

About me

Passionate about commercial activities and customer service, always focused on what I want to provide to the company that believes in me, an excellent job for the growth of both.

Contact

 9983681229

 Jocelyn_pineiro@hotmail.com

 CDMX

More information

- Lover of outdoor activities and the sea
- Always planning trips
- Easy to talk to
- Total availability
- I like to learn

IFS NEUTRAL MARITIME SERVICES DE MEXICO

Accounting Assistant | April 2021 - August 2022

- GENERAL ACCOUNTING
- DOLLARS EXPENDITURES
- DAILY CONTROL AND FOLLOW UP OF EXPENDITURES IN DOLLAR ACCOUNTS (PAYMENT AND VERIFICATION)
- INVOICE AND XML REVISION
- CONTROL OF PAYMENT COMPLEMENTS IN PPD INVOICES
- REVISION OF FOREIGN VOUCHERS
- DIOT CALCULATION AND PRESENTATION
- REVISION OF BANK ACCOUNTS
- REVISION AND ELABORATION OF REPORTS
- CHECKING OF EXPENSES
- CROSSING OF ACCOUNTING INFORMATION IN FENIX AND COI SYSTEM.
- DEALING WITH BRANCHES
- SOLUTION OF INCONVENIENCES WITH SHIPPING COMPANIES
- MANAGEMENT OF FENIX SYSTEM

CONSTRUCTORA ENGO

Accounting Assistant | September 2020 - December 2021

- GENERAL ACCOUNTING
- BANK RECONCILIATIONS
- CALCULATION AND PRESENTATION OF TAX RETURNS
- ACCOUNTING RECORDS FOR TAX PURPOSES
- MONTHLY TAX RETURNS FILING
- COMPAC SYSTEM MANAGEMENT
- HANDLING OF PAG, IMSS, SUA, IDSE, SIPARE
- INVOICE REVISION
- HANDLING OF SAT PAGE

REFACCIONARIAS CERMA

Accounting Assistant | September 2019- August 2020

- ENTERPRISE RESOURCES INTEGRATOR SYSTEM -SIRE
- GENERAL ACCOUNTING
- XML DOWNLOAD AND EXCEL EXPORT
- INTERMEDIATE EXCEL
- ACCOUNTING OF INCOME AND EXPENSE POLICES
- DETERMINATION OF INCOME TAX AND VAT
- CALCULATION AND PRESENTATION OF TAX RETURNS
- FILING OF MONTHLY TAX RETURNS
- ELECTRONIC INVOICING AT SAT
- BANK CONCILIATIONS

ANCHEYTA Y ASOCIADOS A.S FISCAL (MT)

Accounting Assistant | September 2018- April 2019

- COI
- ACCOUNTING RECORDS FOR TAX PURPOSES -MONTHLY
- DIOT
- ELECTRONIC INVOICING
- BANK CONCILIATIONS

GRUPO IMPORTADOR AVIOS (MT)

Accounting Assistant | August 2018-April 2019

- COMPAC
- ACCOUNTING RECORDS FOR TAX PURPOSES
- HANDLING OF TRAVEL EXPENSES
- INVOICING
- BANK CONCILIATIONS

H&M

General Employee | May 2017 - July 2018

- CUSTOMER SERVICE
- CASH HANDLING
- INVENTORY
- DISTRIBUTION OF STOCK

CINEPOLIS

General Employee | January 2016 - April 2017

- PURCHASING ASSISTANT
- CUSTOMER SERVICES
- INVENTORY ASSISTANT
- INMEDIATE PROBLEM SOLVING
- GENERAL CASHIER SERVICE

LOUDECOUT

Administrative Assistant | May 2015- December 2015

- SAT INVOICING
- TRAVEL EXPENSES

Academic data

Universidad Veracruzana

Public Accounting, focus on foreign trade

Bachilleres de Veracruz

Technical career in accounting

Colegio VillaRica

Bilingual high school

Skills

Good communication skills

Leadership

Creativity

Problem solving

Proficiency in the Office
package

Team player

Agility with results

Languages

Español:

Native

Inglés:

High conversational level