

# Alba María Sandá Estévez

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**SUMMARY** Experienced business consultant with emphasis in cost accounting, financial statements and taxes.

## SKILLS

- Accounting
- Tax Accounting
- Tax Preparation
- Strategic Planning
- Auditing
- Spanish
- French
- Microsoft Excel
- Microsoft Word
- Social Media
- SEO
- Negotiation
- SAP
- Cost Accounting
- Financial Accounting
- Business Strategy
- Forensic Accounting
- Financial Reporting
- English
- Microsoft Office
- PowerPoint
- Financial Analysis
- Social Media Marketing
- Photoshop
- Online Advertising

## EXPERIENCE

**Freelance** 04 / 2013 - Present  
Business Consultant

**PROLUCO Abogados y Economistas,S.L.** 02 / 2011 - 03 / 2013  
Accounting and tax consultant

Accounting and tax consulting for companies and business groups in various sectors, having worked in-company at:

Alfa Laval Iberia: [www.alfalaval.com](http://www.alfalaval.com) Multinational company that sells industrial machinery.

Management functions and treasury bills, commercial paper record, discounts, bank guarantees, interest estimation and control of incidents with the company's customers.

Geroca Smart Business: [www.smartbusiness.es](http://www.smartbusiness.es) Industry leader in home automation engineering company. Comprehensive management functions of the company, accounting, project feasibility studies, budget control, tax filing and control of customers and suppliers.

Main functions performed: \* Accounting for customs declaration of import/export of goods.

\* Cost accounting, financial and corporate accounting. Keeping up to date journals and books. Closing statements. Financial statements. \* Monthly, quarterly and annual liquidation of taxes by digital means. \* Revision of corporate taxes. \* Branch monthly reports to parent company. \* Bank reconciliation and reclassification of loans.

**Gestoria MHF, S.L.** 04 / 2012 - 06 / 2012  
Sporadic consultant during tax season

Sporadic consultant for tax presentation of VAT and Income Tax.

**Avanzalia Solar, S.L.** 10 / 2008 - 11 / 2010  
Accounting and tax consultant

Accounting and tax consultant in renewable energy (photovoltaic and wind farms). Direct supervisor of an employee with intellectual disabilities in the department.

Main functions performed: \* Accounting entries and recording daily operations of more than ninety companies devoted to the production of electricity. \* Monthly, quarterly and annual liquidation of taxes by digital means. (VAT, Incomet Tax, Corporate Tax). \* Closing statements. \* Monthly billing. \* Share capital, equity loans, estimation of interest rates and fund raising strategies. \* Accounting of loans and credits for large quantities, reclassifications, accruals and amortization control. \* Books and annual financial statements.

**Praxis, S.L.**

01 / 2007 - 03 / 2007

Private lecturer of financial accounting

Trainer of accounting of condominiums for presidents of neighborhood associations. Course sponsored by the Government of Galicia.

**Pizzerias Cambalache, S.L.**

02 / 2005 - 02 / 2007

Shop assistant

Control functions of received goods, control of suppliers, storage and invoices in a factory of fresh pasta. Clerk and receptionist at different stores and restaurants that the company has in the region.

**EDUCATION**

**Universidad Complutense de Madrid**

2009 - 2011

Bachelor of Commerce , Accounting and Business/Management

**CERTIFICATIONS**

**Chartered accountant in Spain**

**LANGUAGES**

- Francés ( Professional working proficiency )
- Gallego ( Native or bilingual proficiency )

- Inglés ( Professional working proficiency )
- Portugués ( Elementary proficiency )