

# Miguel Ortiz

## **Accountant/Bookkeeping/Customer Service**

Hialeah, FL 33012

[maortizcompanion@gmail.com](mailto:maortizcompanion@gmail.com)

+1 786 603 5670

Creative on Accounting & Bookkeeping as well as Customer Service equipped with a broad knowledge of concepts and strategies to yield the best possible financial outcomes. Member of the American Institute of Professional Bookkeepers (AIPB).

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Accountant**

rrprietogroupcorp - Miami Lakes, FL

September 2022 to Present

Everything related to accounting from billing to receiving as well as payroll and balances.

### **Financial Advisor**

Primerica - Miami Lakes, FL

May 2018 to Present

PROVIDING FINANCIAL ASSISTANCE TO THE MAIN STREET FAMILIES TO GIVES THEM THE TOOLS TO OBTAIN THE FINANCIAL FREEDOM AND A PATH TO THE PROTECTION OF THEIR INCOMES. ASSIST WITH THE ALLOCATION OF ANY ASSET THE FAMILY HAVE

### **Account Receivable Specialist**

Miami Tool Rental - Miami, FL

July 2016 to May 2018

Take care of all processes related to the company's receivables. Maintain excellent relationships with the payables of the customers as well as procure to get paid in the proper timeframe. Keep a daily record of the different accounts and provide accurate info to the owner of the company. Assist the other co-workers in the accounting department.

Create and send invoices for customers, managing and posting their payments. Check and review financial records for accuracy including special prices. File deposits receipts. Bank reconciliation. Process and follow up credit application for new costumers. Provide a weekly report for managing analysis. Supervise sales representatives tasks on a daily basis.

Skills used: Quickbooks Enterprise, MS Office, Point of Rental software.

Oidelys Rodriguez (Account Manager) and Yani Leyte-Vidal (Owner) 305-592-5050

### **Accountant Clerk**

Patagon Distribution Corp - Doral, FL

September 2015 to July 2016

#### Responsibilities

- Create invoices for Costumers
- Manage incoming payment from customers.
- Posting payments to the account of costumers
- File deposit receipt
- Check and review financial records for accuracy
- Bank reconciliation

#### Skills Used

Quickbook Enterprise, Microsoft Office and Micros software (Proficient)

Viviana Arias (Manager) 786-231-4162

Jimena (Supervisor) 305-794-2130

### **Account Clerk**

Corpota Financial Inc - Hialeah, FL

September 2013 to April 2015

#### Jobs Duties:

- Maintains accounting ledgers by verifying and posting account transactions.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Maintains historical records

#### Skills & Qualifications:

General math and data entry skills, Quick-books proficiency, accounting, organization, vendor relationship, analytical decision-making.

References: Alex Sosa (Manager) 305-200-3572, 786-486-4741

Hallamarys Rodriguez Fonte (Supervisor) 786-704-4474

### **Ramp Supervisor**

M&G Parking LLC - Miami Beach, FL

April 2013 to September 2013

#### Jobs Duties:

- Parking and retrieving guest vehicles in a prompt, yet safe manner
- Assisting with costumers' belonging such as baby's strollers, suit jackets, and wheelchairs; and providing driving directions and other information to guest.
- Responsible for following safety and loss prevention policies.
- Maintaining security within parking lot.
- Abiding by all revenue collection and control procedures established by company; consistently completing and maintaining all ticket information; and immediately reporting all incidents to the supervisor.
- Make deposits and fill out documents within company guidelines.

#### Skills and Qualifications:

Excellent Customer Service, multitasks, math skills, strong interpersonal skills, leadership.

References: Todd Oakford 305-773-9410 (Manager)

Alejandro Pino 786-499-6399 (Supervisor)

## Education

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### **Certified Bookkeeper in Bookkeeping**

Miami Dade College - Miami, FL

2014 to 2016

### **Certificate in Accounting I, II, Bookkeeping I, II, Quick-book, Finance**

Miami Dade College - Miami, FL

2014 to 2015

### **Accounting and Finance**

University of Havana - Havana

2007 to 2012

## Skills

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- Proficient in Quickbook & Excel (8 years)
- Bank Reconciliation (2 years)
- General Ledger Accounting (8 years)
- Journal Entries (8 years)
- Bookkeeping (6 years)
- Financial Report Writing (8 years)
- Accounts Payable (2 years)
- Accounts Receivable (4 years)
- Balance Sheet Reconciliation (2 years)
- Account Reconciliation (8 years)
- Office Management (8 years)
- Data Entry (8 years)
- Payroll (4 years)
- Financial Statement Preparation (4 years)

## Languages

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- Spanish - Expert
- English - Fluent

## Certifications and Licenses

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### **Bookkeeping, Accounting, Quickbook, Payroll, Finance**

2014 to Present

Bookkeeping, Accounting, Quickbook, Payroll, Finance

## Assessments

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### **Spreadsheets with Microsoft Excel — Proficient**

August 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

### **Attention to detail — Proficient**

August 2023

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

August 2023

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Scheduling — Proficient**

August 2023

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

### **Medical billing — Completed**

September 2023

Understanding the procedures and forms used for medical billing

Full results: [Completed](#)

### **Bookkeeping — Proficient**

August 2023

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Protecting patient privacy — Proficient**

September 2023

Understanding privacy rules and regulations associated with patient records

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

August 2023

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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### Skills and Qualifications:

Organized, adaptability, goal oriented, multitasking, customer service