



Paola Aguirre

Barcelona - 2000

WORK EXPERIENCE

KNOWLEDGE

Microsoft office

SAGE - A3 - Kmaleon

Contasol - Innuva

Ejusticia - Lexnet

Xifa Business (2021 - Present)

- Legal, labor administration of companies..
- Prepare migration procedures.
- Supervision of accounting operations, tax declarations VAT, IRPF, IS

BCN Solutions (2021)

- Registration of invoices in accounting books.
- Control of files and clients.

Pradera Gonzalez Procuradores (2018 - 2021)

- Presentation of demands, writings.
- Publication of BOE, RCP.
- Management and filing of legal documents.

JJ Finques (2018)

- Registration of invoices in accounting books.
- Control of files and clients.

EDUCATION

LANGUAGES

Spanish: native

Catalan: Intermediate

English: Medium

French: Medium

Higher Technician in Business Administration and Finance.

2020 - 2022 Centre D'Estudis Politècnics.

Intermediate degree in Administrative Management Activities.

2017 - 2018 Centre D'Estudis Politècnics.

Humanistic Social Baccalaureate.

2018 - 2020 Institut Margarida Xirgu.

REFERENCES

- P&G Procuradores | 932 04 00 04 | <https://www.pgprocuradores.com/>
- BCN Salutacions | 934 581 793 | <https://www.bcnolutions2010.com/>
- Xifa Business | 935 637 781 | <https://www.xifa.es/>



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