

MATHIEU MARTIN

Perfectly bilingual, professional and organized candidate who can manage time efficiently. Able to analyse and provide positive solutions to problems. A person who is punctual, determined, and passionate about work.

EDUCATION

UNIVERSITÉ LAVAL: Bachelor of Business Administration (In progress)
Courses followed to date: Financial accounting, managerial accounting, finance, probability and statistics, organizational behavior, information systems and technologies, microeconomics, management, business law, human resource management, marketing.

CHAMPLAIN SAINT-LAWRENCE COLLEGE: Accounting & Management

Courses followed in financial accounting, managerial accounting, finance, information technology, management, auditing, operations management, human resources management, business communication, business law, marketing, income tax, international business, entrepreneurship, statistics, and economics.

JOB EXPERIENCE

MAY 2014 - NOW

ACCOUNTS PAYABLE CLERK: SOBEYS

- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- Print and distribute monthly financial reports
- Data enter invoices for payment

JAN. 2009 - NOW

SUPERVISOR: SOBEYS

- Supervising and coordinating staff activities
- Training sales staff
- Authorizing the return of merchandise
- Preparing reports regarding sales volumes
- Assisting the team by performing the tasks with them

MAY 2013 TO JUL. 2013

INTERNSHIP AUDITING: REVENU QUEBEC

- Receive and verify general journal from companies
- Meeting with the companies to collect documents to proceed to verification
- Applying special taxation laws to comply with it

PERSONAL ACCOMPLISHMENTS

2014

OPTIONS TRADING SIMULATION

MONTREAL STOCK EXCHANGE

2012

INTER-COLLEGIATE TRADING SIMULATION

UNIVERSITÉ LAVAL



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SKILLS

PROFESSIONAL SKILLS

Simply Accounting

Microsoft Office Suites

Acomba

Adobe Photoshop

PERSONAL SKILLS

Communication

Teamwork

Management

Creativity

Leadership