


PERSONAL INFORMATION

Matteo Migliorati



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Sex Male | Date of birth 4 Aug 1987 | Nationality Italian

WORK EXPERIENCE

1 Mar 2015–30 Jun 2015

Intern at the Italian American Chamber of Commerce in Chicago

Italian American Chamber of Commerce, Chicago, IL (United States)

Learning the Chamber of Commerce processes. Promoting events. Understanding the steps for internationalization abroad. First point of contact with Chamber's members and whoever contacts it. Responsible to maintain updated Chamber's website and members' database, using different programs such as Wix and Constant Contact. Understanding of QuickBooks.

1 Oct 2013–20 Feb 2015

Accounts Receivable Dedicated Customer Professional

ExxonMobli - BSC s.r.o., Prague (Czech Republic)

Responsible for a portfolio of customers located in many different countries and related to different Lines of Business. Flawless execution of collections, dunning processes, and associated sub-processes. Solving SEPA collection issues.

Follow up of invoices and their correction for various reasons when needed. Work internally and with customers to resolve invoice disputes and errors (mainly VAT and incoterms issues). Manage credit disbursement process and agree with customer on disbursement method.

Preparation of reports for management on a weekly base. Close cooperation with Sales, Credit and other departments. Release of orders when complying with company policy. Handle incoming invoices.

Transfer customer accounts to suspense and build up bad debt reserve in line with Credit guidelines. Write off of receivables to expense or bad debt reserve. Develop account statements. Provide month end reconciliation of transactions and accounts with supporting data.

Responsible for preparation and presentation of Accounts Receivable part at the Credit Committee Management for the whole team.

2011–2013

Traineeship for the position of professional Business and Tax Consultant

Rag. Com. Migliorati Stefano, Perugia (Italy)

Registered to the order "Trainees for the position of professional Business and Tax consultant" from 3/2/2011. Interruption from 13/9/2011 to 13/06/2012 because of Erasmus Project. From 1/3/2013 full-time internship, before that date part-time.

Activities performed regarding bookkeeping: bookkeeping of purchase invoices as well as sales invoices with different VAT rates; bookkeeping of bank and cash movements; bookkeeping of daily payments and collections; bookkeeping of other business documentation; reconciliation of bank accounts with company registrations;

Reporting activities: monthly VAT calculation and liquidation; managing fixed assets, both tangible and intangible fixed assets; Preparation of the interim financial statements; Preparation of financial statements according to Italian law; Preparation of fiscal financial statements according to Italian fiscal law; Preparation of budgets; Preparation of taxes declaration for companies and private persons.

EDUCATION AND TRAINING

18 Oct 2010–28 Feb 2013

Master in Business Consulting and Law Consulting

Università degli studi di Perugia, Perugia (Italy)

Thesis in: "Cross border mergers. Law and fiscal aspects." Graduation with 100/110.

Participation to Erasmus Project at the University of Economics in Prague, Prague (Czech Republic) for the length of 9 months. All subjects were in English.

11 Sep 2006–12 Oct 2010

Bachelor in Economics and Business Law

Università degli studi di Perugia, Perugia (Italy), Perugia (Italy)

Thesis in: "The financial statements according to IFRS principles. Variations on Leverage Ratio calculation: the Deutsche Bank case." Graduation with 100/110.

01–06

Graduation at the Technical High School for Accountants

Istituto Tecnico Commerciale "A. Capitini", Perugia (Italy)

High School graduation with 100/100.

PERSONAL SKILLS

Mother tongue(s) Italian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
IELTS 7.0 in May 2013					
French	B1	B1	B1	B1	B1
B1 certificate in 2006, language no longer used since then.					

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

Good and professional communication skills given by continue relations with customers, colleagues from different departments and presenting to management.

Good ability to adapt to multicultural environments, ability gained through being part of a multinational team, living abroad for over two years and having participated to Erasmus Project during my studies.

Organisational / managerial skills

Highly organized. Managing assigned portfolio and in the meantime successful back up for colleagues on vacations or absents. Able to give priorities to the workflow, decreasing impact to other departments. Able to meet deadlines for activities and reports assigned.

Responsibilities mentioned in the job activities carried out with a high degree of autonomy and provide support to colleagues when requested. Introduced newcomers to Accounts Receivable tasks.

Team spirit and group organization gained during team works both at work and at the university (in Italy as well as in Prague) in preparation of projects. Managing work and study time without sacrificing personal interests.

Job-related skills

Booking business operations. Managing clients and suppliers. Bank reconciliations. Preparation of Italian financial statements, Italian fiscal declarations for both companies and individuals. Knowledge of: accountability and financial statements, auditing, Italian accounting principles, international accounting principles (IAS/IFRS), corporate law, bankruptcy law and civil law.

Seriousness, problem solving, reliability, accuracy and independence gained through work experience, traineeship and university studies.

Computer skills

Knowledge of SAP and Oracle gained through work experience. Good command of Microsoft Office tools (Outlook, Word, Excel and Power Point) gained through work experience, a course at the university and personal interests. Excel Intermediate level certified in October 2014 during in-company training. Knowledge of IPSOA, reporting and bookkeeping system.