



AT TORQ.PARTNERS

LEVEL:

Associate

SPECIALIST FOR:

Accounting|Database maintenance and reporting|Accounts payable and accounts receivable management and payroll.

SPECIAL SKILL:

Super structured|Google sheets is my best friend| Curious about new knowledge

CAN ACTIVELY POST IN:

DATEV Rewe

WITH TORQ SINCE:

2025

EDUCATION

Secondary school leaving certificate with grammar school recommendation|BerlinGotthold-Ephraeim Lessing

NICE TO KNOW

MOTTO:

Get through the day with structure

MOST IMPORTANT EQUIPMENT:

Google calendar and Google Sheets

HOBBIES:

Musicals and concerts
Jogging and Yoga
Baking

Mariana Wodrich

Associate to record and review financial data|assist in the preparation of monthly financial statements and ensure the accuracy of accounting records.

CONSULTANT PROFILE

✉ mariana.wodrich@torq.partners

🗣 German, English

📍 Berlin

[LINKEDIN PROFILE](#)

[MEETING LINK](#)

PAST PROJECTS

Focused-Energy :

Processing of the budget table and its categories, invoice verification and payment run verification, preparation and execution of the Moss implementation,creating a guide for the finance department on invoice receipt, reimbursement guidelines and expense policy

Treasury Intelligence Solutions GmbH:

preparing recurring revenue invoices in Netsuite (weekly) , onboarding invoices-NetSuite (monthly), sending overdue invoice reminders (weekly) + preparing an overdues overview (Excel)

Micro Retail-Lap Coffee:

Account for incoming invoices in Moss, check and account for credit card transactions, merge postings, Create creditors in Moss

Reliant AI:

Assign and confirm incoming invoices in Payhawk, match and assign documents with transactions,Create accounts payable in Payhawk and DATEV

ZenJob:

Upload and account for incoming invoices in Moss, Account for credit card transactions process and confirm refunds release credit cards, Create accounts payable in Moss and DATEV

WORK EXPERIENCE

Office Manager & Finance|HR-Manager|FSG Berlin 1.5 Years

- Preparatory accounting of incoming invoice and vendor master data maintenance in Moss and "Datev Unternehmen Online" (DUO) of incoming invoice. Supporting of month-end closing, support in year-end closing as well as cooperation with tax office
- Contact person for the HR department, preparation of employment contracts, creating and maintaining employee profiles, inserting employee documents including payroll documents, conducting job interviews, vacation and sick leave, contact person and responsibility for up to 25 employees
- Office management, communication with authorities and banks, Contact point for employees, onboarding, organization of offsites and other events, Provision of technical equipment such as laptop etc. Intermediary between IT company

Customer Support Team Lead|FSG Berlin 4 months

- Team leadership for 5 FTEs, working students and mini-jobbers with various tasks such as, preparation of work schedules, daily organization, Vacation plans and sick days.
- Monitoring customer satisfaction, creating KPIs and plans to achieve the targets set, conflict resolution within the team, creation of reporting lists, consultation with customers regarding reporting and development of new plans or product launches
- Induction ne employees and trainings, interviews and communication within the team and with customers

Senior Customer Service Agent|FSG Berlin 1 Year

- Handling of customer concerns via various channels and customer loyalty through customer care
- Training of juniors and support as a mentor in achieving their goals
- Training in Miro, Freshdesk and Salesforce

Customer Support Agent|FSG Berlin 1.5 Years

- Processing customer concerns by e-mail, telephone, chat
- Processing up to 8 customers simultaneously on different channels

LEADERSHIP EXPERIENCE: 1 year

TOOL EXPERTISE

ACCOUNTING TOOLS

DATEV (Kanzlei-)Rechnungswesen

DATEV UO

Netsuite

OTHER TOOLS

Google Sheets

Personio

Asana

pleo

Circula

Salesforce

DeepL Write/Translate

Shopify

Easybill

Spendesk

Google Workspace

Zendesk

HiBob

HubSpot

Jira / Confluence

make.com (ehem. integromat)

Microsoft Excel

Miro

Monday

Moss

Payhawk