



AT TORQ.PARTNERS

LEVEL:

Senior Associate

SPECIALIST FOR:

Accounting and clean-up

BUSINESS MODEL EXPERTISE:

Manufacturing industry

Retail

Services Business

Proptech

PAST KEY CLIENTS:

Cremanski & Company GmbH,
CAP Group GmbH, KUGU Home
GmbH, Yepoda GmbH, Rocka
Sports GmbH, Kipu Quantum
GmbH, CNC24 GmbH, Kranus
Health GmbH, ColorsxStudios
GmbH, Nosh.bio GmbH, besser-
zuhause GmbH, Uerdinger
Schwimmverein 08 e.V.

SPECIAL SKILL:

I have always been a perfection-
ist, and this trait accompanies
me in my working life today.

CAN ACTIVELY POST IN:

DATEV Rewe

WITH TORQ SINCE:

2024

EDUCATION

Bachelor Professional in econ-
omy (state-certified business
economist), Europäische
Wirtschaftsfachschule Berlin
(grade 1.6)

B.A. Economy, Fachhochschule
des Mittelstands, Bielefeld
(current)

Training qualification as Man-
agement Assistant in whole-
sale and foreign trade (grade
1.1), AfBB Berlin

Melody Steinmetz

CONSULTANT PROFILE

✉ melody.steinmetz@torq.partners

🗣 German, English, Turkish

📍 Berlin

[LINKEDIN PROFILE](#)

[MEETING LINK](#)

PAST PROJECTS

Accountant for an association with over 50 employees, mainly working through backlogs, performing financial accounting, and setting up some processes in Datev.

Cleanup work and preparation for the year-end closing, including corrections and preparatory work, in a music production company with around 25 employees using DATEV-ReWe.

Accountant in a food production company with around 20 employees doing ongoing accounting tasks using the Haufe ERP system

Accountant for a wholesale and trade company with approx. 30 employees
(accounting, accounts payable and accounts receivable management in DATEV REWE and month-end-closing)

Accountant for a company in health care with approx. 25 employees
(accounting, accounts payable and accounts receivable management in DATEV REWE and month-end-closing)

WORK EXPERIENCE

Assistant in Contract Management, CURRIS Facilities & Utilities GmbH, 300 employees, 0.5 years

- Creation and processing of contracts
- Commercial review of invoices and preparation of final invoices
- Budget preparation and planning

Office-Manager and Accounting-Assistant, BESCO Berliner Steincontor GmbH, 27 employees, 1.5 years

- Support in cross-department events and projects
- Preparative accounting
- Preparation of monthly and annual financial statements

Apprentice as Managements Assistant in Wholesale and Foreign Trade, BESCO Berliner Steincontor GmbH, 27 employees, 2.5 years

- Filing invoices and delivery notes
- Calculating prices; submitting offers and orders

Account Manager, Majorel Chemnitz GmbH, 300 employees, 1.5 years

- Product and tariff consulting
- Optimization of existing contracts and technical support

TOOL EXPERTISE

ACCOUNTING TOOLS

DATEV (Kanzlei-)Rechnungswesen

DATEV UO

Addison

Haufe360

SAP

Xentral ERP

REPORTING TOOLS

SQL

NICE TO KNOW

MOTTO:

I'm not curios - I just want to know everything

MOST IMPORTANT EQUIPMENT:

Calculator

HOBBIES:

Reading

Cooking

Traveling

OTHER TOOLS

Agenda

DocuSign

Google Sheets

Asana

Candis

Circula

DeepL Write/Translate

Easybill

ELO

Finway

HubSpot

Jira / Confluence

Microsoft Excel

Microsoft Powerpoint

Monday

Moss

Pandadoc

Personio

pleo

Salesforce

sevDesk

Spendesk

Taxdoo