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Alex Rodrigo Suárez Lara

Personal Information Marital Status: Single – No children. Passport #: 098521023.
 Nationality: Venezuelan
 Birth Date: Nov-15th-1.974. Age: 47 years old.
 Birth Place: Guacara, Carabobo state, Venezuela.

University Education From Feb 2012 to Oct 2012 **Institute Name:** Universidad Pedagógica Experimental Libertador – Valencia, Carabobo State, Venezuela.
Title name: University-Teaching Certificate.

From Oct 2009 to Apr 2010 **Institute Name:** Colegio de Contadores Públicos del Estado Carabobo – Valencia, Carabobo State, Venezuela.
Title name: Certificate in IFRS's.

From Jan to Sept 2008 **Institute Name:** C.E.A.T.E. Universidad de Carabobo (U.C.) – Valencia, Carabobo State, Venezuela.
Title name: Finance-qualified certificate.

From 1.995 to April 2.005 **Institute Name:** University of Carabobo. **Location:** Naguanagua, Carabobo state. Venezuela.
Title name: Licensed in Public Accountancy. 144 Credit units approved.

From 1.993 to 1.996 **Institute Name:** Colegio Universitario de Administración y Mercadeo. – C.U.A.M. **Location:** Naguanagua, Carabobo State. Venezuela.

Title name: University Technician in Customs Administration.

➤ Cum Laude certificate.- 101 Credit units approved

Professional Experience Nov 2019 – Up to date
Company Name: NAVY Group => Logistics Solutions:
 Navy Aduana => Customs Broker
 Navy Cargo => Freight Forwarder
 T&M Consolidados => Consolidator
Location: Valencia, Carabobo. Venezuela

Post Name: Manager

- Supervision of both areas: Operations and Finance in both offices VLN and PBL.

- Accounter => issuance of financial statements.
- Supervision of Cargo Logistics Services.

Nov 2019 – Aug 2020

Company Name: University UNITEC – Universidad Tecnológica del Centro

Location: Guacara, Carabobo. Venezuela.

Post Name: University Teacher

- Subjects given: Tax I & II. Accounting Systems. Mode: Presential up to Dec2019. Furtherly on line thru Google classroom.

Feb - Aug 2019

Company Name: MeridianBet

Location: Lince, Lima. Perú.

Post Name: Head of Payments online

- Supervision of the three (03) areas: Dispatcher, CS-Pay and Social Media and monitoring of Colombia.
- Coordination of negotiation / online integration of payment providers with the website.
- Review and monitoring of management / billing of payment providers services integrated with the website.
- Coordination of joint promotional campaigns with Payment Providers, supported by the Social Media area.
- Development of promotional campaigns, with the support of the Social Media area, to boost the online business, creating new accounts of active Clients who deposit and bet.
- English / Spanish translator of all online training and support material. And monitoring compliance with related assignments.
- Supervisor of the Online Casino Latin America.

Post Name: Customer Support & Payments (CS-Pay) Supervisor

- Customer Service in their questions and requirements via phone, whatsapp or ZenDesk e-mail / chat.
- Review and approval / rejection and notification to the Client, according to the procedure, of bet win-withdrawal request from their respective accounts, by store or bank transfer.
- Coordination of negotiation / online integration of payment providers with the website.
- Review and monitoring of management / billing of payment providers services integrated with the website.
- Coordination of joint promotional campaigns with Payment Providers, supported by the Social Media area.

Post Name: Dispatcher

- Camera monitoring and control of operations of all Betshops in Peru. Support to Cashiers or Managers in case of events or emergencies.
- Technical support to Cashiers of each Betshop and Franchisees in Peru, and also support to Colombia, Brazil, Mexico, Bolivia. Unresolved cases, scalable to Technical Area of HQ in Serbia, for resolution. All via Skype, whatsapp, phone or e-mail.

Nov 2018

Company Name: CORFIGAS

Location: Av. Angamos N° 868, Lima 15047. Perú.

Post Name: Accounter

- ♦ Follow up and control on a daily basis of the accounting registrations and monthly close with supportive from Treasury, Administration and Tax/Cost Departments.
- ♦ Supervision and follow up of all the areas of the Dept. (Treasury/Inventory, Collectable/Payable Accounts, Tax/Costs) vs. the pre-settled procedures in order to validate their applicability and accomplishment.
- ♦ Preparation and analysis of the Financial Statements of every month closing to report to the Financial Management.
- ♦ Support to Financial Management in developing and application of updated procedures.

Nov 2011 up to Sept 2018.

Company name: MY OWN

Location: Guacara, Carabobo State. Venezuela.

Post Name: Independent Public Accountant

Main activities developed - to my own Customers Portfolio:

- * Accounting, taxes Consultant
- * Developing of customized-special projects
- * Bookkeeper

May 2011 up to Oct 2011.

Company Name: CENTROBUSS, C.A.

Location: Guacara, Carabobo State. Venezuela.

Post Name: Accounting Department in Chief – Vacationist.

Main activities developed:

- ♦ Follow up and control on a daily basis of the accounting registrations and monthly close with supportive from Treasury, Administration and Tax/Cost Departments.
- ♦ Supervision and follow up of all the areas of the Dept. (Treasury/Inventory, Collectable Accounts, Tax/Costs) vs. the pre-settled procedures in order to validate their applicability and accomplishment.
- ♦ Preparation and analysis of the Financial Statements of every month closing to

report to the Financial Management.

- ◆ Support to Financial Management in developing and application of updated procedures.

Mar 2011 up to Jul 2018.

Company Name: Instituto Universitario de Tecnología Industrial – **IUTI (College).**

Location: Extension Guacara, Carabobo State. Venezuela.

Post Name: Teacher. Night schedule.

Subjects given:

- Technical English I and II for careers: (basic level, I and II semesters) Industrial Production, Mechanical Maintenance, Automotive Technology, Purchasing Administration and Sales Administration.
- Financial Mathematics for career: (basic level, II semester) Industrial Administration.
- Marketing for career: (III semester) Industrial Administration.

Dec 2010 up to Feb 2011.

Company Name: Universidad Nacional Experimental Politecnica de la Fuerza Armada Nacional – **UNEFA.**

Location: Guacara extension. Edo. Carabobo. Venezuela.

Post Name: Teacher.

Subject given: Public Services for career (VI semester): Degree in Municipal Administration and Management.

From Oct 2009 up to Dec 2010

Company Name: **Agropecuaria Los Almendros, C.A.** (Agricultural Co.)

Location: Guacara, Edo. Carabobo. Venezuela.

Post Name: Accounting Department in Chief.

Main activities developed:

- ◆ Control and follow up of accounting registrations daily and every month-close end in support with corresponding Treasury, Administration and Accounting staff.
- ◆ Preparation and follow up of all tramits before Government and its institutions to comply with all agricultural regulations and taxes.
- ◆ Preparation and analysis of Financial Statements in every month-close end for reporting to the Management.

From Sept 2008 up to Jun 2009

Company Name: **General Motors Corp.** – Assembly plant.

Location: Valencia, Edo. Carabobo. Venezuela.

Post Name: Financial Analyst – Operations Analysis Dpt.

Main activities developed:

- ◆ Control and follow up of Structural Costs with Cost Centre-Administrators.
- ◆ Preparation and analysis of Structural Costs in every month-close end for reporting to the Management.

From Nov 2007 up to Aug 2008

Company Name: Sistema de Compra Programada Chevrolet, C.A. – ChevyPlan. **General Motors Corp.**

Location: Valencia, Edo. Carabobo. Venezuela.

Post Name: Senior Analyst - Collection Dpt.

Main activities developed:

- ◆ Control and follow up of Delinquent Customers as per Auxiliary of Accounts Receivable for analysis and assignment to the external Collection Agencies.
- ◆ Follow up, closing and delivery of external Collection Agencies' fee-invoices to the Payable Dpt. for payment process.
- ◆ Set up monthly statistics of Collection Dpt.-performance.

From Jul 2006 up to Oct 2007.

Company Name: Sistema de Compra Programada Chevrolet, C.A. – ChevyPlan. **General Motors Corp.**

Location: Valencia, Edo. Carabobo. Venezuela.

Post name: Senior Analyst - Commercial Dpt.

Main activities developed:

- ◆ Market share monthly statistics – control and follow up.
- ◆ Inventory control of invoiced-shipped-delivered vehicles to the Chevrolet Dealers affiliated to ChevyPlan based on **SAP** information- R/3 version.
- ◆ Set up of monthly statistics of Vehicle inventory control-performance.

From Jul 2005 up to Jun 2006.

Company Name: Representaciones MB, C.A.

Location: Valencia, Edo. Carabobo. Venezuela.

Post name: Accountant.

Main activities developed:

- ◆ Accounting Dpt – in charge. Preparation of Buy and Sale books for VAT declaration, Filling out of Tax forms 030-VAT, PJD-13-ISLR, Declaration of whole incomes for Major Tax.
- ◆ Saint program handling – Accounting module.

From Dec 2.004 up to May 2.005

Company Name: Almaser Centro, C.A.. – Expotran Group.

Location: Valencia, Edo Carabobo. Venezuela.

Post name: Regional Operations Manager.

Main activities developed:

- ◆ Settlement of operational and administration procedures.
- ◆ Supervision of operational and administration performance of both offices Valencia and Puerto Cabello. Venezuela.
- ◆ Development of new businesses.

From 2.003 to December 2004.

Company name: Almaser Centro, C.A. – Expotran Group.

Location: Valencia, Edo. Carabobo. Venezuela.

Port Name: Assistant Manager (interim) / International Traffic Coordinator.

Main activities developed:

- ◆ Support to Regional Management in resolving personnel and operational problems.
- ◆ Supervision of personnel and back up for work procedures-improvement.

From July 2001 to December 2.003.

Company name: Expotran Centro, C.A

Location: Valencia, Edo. Carabobo. Venezuela.

Post name: Customer Service Dpt in Chief (International Traffic Coordinator).

Main activities developed:

- ◆ Basically main activities of previous enlisted job were developed but focused on handling information about cargo status on both Import and Export freights for corresponding on time-Customers supply.
- ◆ Handling of cargo tracking reports for Main Customer supply periodically.
- ◆ Eventual problem resolve on Import and Export shipments handled with agent BAX Global.
- ◆ Support to Sales Dpt in quote requests for Import shipments to corresponding BAX agent-office in origin, and to Carriers (Airlines and Steam Ship Lines) for Exports. Including preparation of Selling quotes for Customers.
- ◆ Support to Sales Dpt in setting up SOPs (Standard Operational Procedures) for main Customers traffics.

From 1995 to June 2001

Company name: ALAFLETES, C.A – Becoblohm Group

Location: Valencia, Edo Carabobo. Venezuela.

Post name: Import Operations Coordinator

Main activities developed:

- Shipping Coordination of Ocean Consolidations – LCL (Less than Container Load).
- Shipping Coordination of Ocean FCL (Full Container Load).
- Shipping Coordination of Air Consolidations.
- Shipping coordination of Straight or Direct AWBs (Airway Bills).
- Supervision Air and Ocean freight service-quotes.
- Analysis of Profit / Loss settlement of done freights with the representated Freight Forwarder abroad.
- Coordination of Customer Service Pre- During- Post freight done.
- Coordination of Service and Handling of Import Freights non negotiated at destination, both Air and Ocean.
- Coordination of Statistics of Freights done.

From January to November 1995.

Company Name: Darlitz English Institute C.A.

Location: Valencia, Edo Carabobo. Venezuela.

Post Name: English Educational Advisory (English Teacher)

From 1993 to 1994.

Company Name: Instituto Universitario Tecnológico de Seguridad Industrial – IUTSI.

Location: Los Arales, vía San Diego, Valencia – Edo. Carabobo. Venezuela.

Post Name: Teacher Assistant Technical English in Industrial Security - levels I y II

Courses taken

- Feb 2012 Financial Inflation Adjustment-Hyper Inflation of IFRS-SMEs – Section 31. IESIC- Colegio de Contadores Publicos de Estado Carabobo. Valencia, Venezuela.
- Feb 2012 Tax over Revenue-practical workshop. IESIC- Colegio de Contadores Publicos de Estado Carabobo. Valencia, Venezuela.
- Nov 2011 Federative National day outreach VEN-IFRS-SMEs. IESIC- Colegio de Contadores Publicos de Estado Carabobo. Valencia, Venezuela.
- Oct 2009 V Conference of Agricultural Taxation in Venezuela. Agroinformatica. Barquisimeto, Venezuela.
- 21st/03/09 Workshop of Assertive Communication in Familiar Cores. ONG Amigos por la Vida (NGO Friends for the Life). General Motors Venezolana-facilities. Valencia, Venezuela.
- From 13th to 15th/11/08 Course about “IFRS’s-update”. Centro de Estudios Financieros-CEF. Valencia, Venezuela.
- 20th/09/08 Seminar about “NIC’s / IFRS’s-update”. Colegio de Contadores Publicos de Estado Carabobo. Valencia, Venezuela.
- 12th and 13th/05/08 In Company course about “Effective Collection performance”. Sec-Consult. ChevyPlan. Valencia, Venezuela.
- 27th/07/07 Course about Rescue Technics with ropes. Instituto Autónomo de Protección Civil y Administración de Desastres. **General Motors (GM)**. Valencia, Venezuela.
- 26th/07/07 Course about “First Aid”. Instituto Autónomo de Protección Civil y Administración de Desastres. **General Motors (GM)**. Valencia, Venezuela.
- 17th/10/07 Course on line “Spreadsheet and MS Access Control”. **GM University**.
- 08th/10/06 Course on line “Managing Risk through Internal Controls”. **GM**

University.

- 13th/06/06 Forum about Labour Trends. FUNDICES. Valencia, Venezuela.
- 11th/03/06 Program of Management of Financial Information. FUNDICES. Valencia, Venezuela.
- 30th/07/05 “1st Tax Updating-Workshop”. Institute: FACES-UC. Valencia, Venezuela.
- 12th-03-05 Conference “New paradigms of the profession: IAS’s (NIC’s) and activity based on values”. FACES-UC. Valencia, Venezuela.
- 28th-03-04 Course “Air Transport of Dangerous Goods”. Institute: Roysima Internacional. – Caracas, Venezuela.
- 21st-08-02 Course “Sales focused to BAX Global’s Customers”. Institute (Company name): Expotran / Bax Global. – Caracas, Venezuela.
- 24th-04-99 Course "Credit and Collecting Performance". Institute: GIDE. - Valencia, Venezuela.
- 23rd-04-99 Course "Business Strategies". Institute: GIDE. - Valencia, Venezuela.
- 22nd-04-99 Course "Productive Performace”. Institute: GIDE. - Valencia, Venezuela.
- 31st-10-98 Seminar "Personal Re-engineering". Institute: Master Training. - Valencia, Venezuela.
- 06th-06-98 MagistralConference "Compromises to be a Leader" dictated by Dr. Miguel Angel Cornejo. Institute: Fundación Organización Excelencia. - Caracas, Venezuela.
- 06th-03-98 Seminar "Stress handling to keep the excellence”. Institute: Fundacion CID-UC. - Valencia, Venezuela.
- 14th-12-96 Seminar "ISO standards– 9000, Introduction – Quality securement”. Institute: ASETECO Consultores, C.A. - Valencia, Venezuela.
- 1.992 – 1.994 Basic and Communicational advanced-English course – Institute: FUNDA-UC. - Valencia, Venezuela.

Mother Language: Spanish. Second Language: English.

Languages

Personal References

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And besides, I am absolutely honest...

November 2021