



hello

my name is

**Alejandro
Torres**

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Address

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PROFILE

Business Administration undergraduate student at Politécnico Grancolombiano. Knowledge in bank reconciliation, payroll management, bank loans, tax settlement (Withholding of tax at source, VAT and ICA, local tax) of different types of taxpayers, sales invoice, payment receipts, supplier and client management (purchase orders, stock management, merchandise dispatch).

Technologist in Hotel Services Management of the Politécnico Grancolombiano, with experience and skills at costumer assistance.

I consider myself as entrepreneur, responsible, committed, respectful, with excellent interpersonal relationships, and eager to learn and contribute to the objectives accomplishment and the improvement of the process. I have a two-year professional experience in management, operational and accounting areas.

EDUCATION

POLITÉCNICO GRANCOLOMBIANO - UNIVERSITY DEGREES

Business Administration
Bogotá, 2016- present

POLITÉCNICO GRANCOLOMBIANO - UNIVERSITY DEGREES

Technologist in Hotel Services Management
Bogotá, 2011-2014

COLEGIO NUEVO REINO DE GRANADA - HIGH SCHOOL DEGREE

High School Graduate.
2010

SKILLS

ENGLISH: READING, SPEAKING, WRITING 70%

OFFICE 60%

ACHIEVEMENT'S

- Scholarship for academic excellence (I 2012)
- Scholarship for academic excellence (II 2012)
- Panama academic mission for academic excellence (I 2017)

EXPERIENCE

MOSTAZA PARRILLA RESTAURANT MANAGER (JANUARY - JUNE 2015)

DIRECT SUPERVISOR: FREDY ORTEGÓN
PHONE: + 57 1 310-2916788

DUTIES:

Daily cash closing
Supplier orders schedule
Staff management
Customer service
Suppliers and staff payment

VILLA SANTA MARÍA CONVENTION CENTER - OPERATIONS ASSISTANT MANAGER (JULY - DECEMBER 2014)

DIRECT SUPERVISOR: ANA MILENA GONZÁLEZ
PHONE: + 57 1 318-7073167

DUTIES:

Account manager
Coffee shop manager
Hiring personnel for events

ENSAFE S.A.S MANAGEMENT ASSISTANT (JUNE - JANUARY 2015)

DIRECT SUPERVISOR: SERGIO EDUARDO VARGAS
PHONE: + 57 1 3004930 EXT: 104

DUTIES:

Make purchase orders for suppliers
Receipt of purchases and inventory
Management and control of inventory (Stock)
Order turnover
Messenger service scheduling
Customer portfolio management

LA PINTA GRG ACCOUNTING ASSISTANT (DECEMBER 2016 - OCTOBER 2017)

DIRECT SUPERVISOR: ANA RUBEY MONROY
PHONE: +57 1 310-8086081

DUTIES:

Check and register month expenses.
Do the bank reconciliation, accounts payable and accounts receivable.
Supervise and control de banking obligations of the company.
Week control of expenses.
Calculate correctly the withholding of tax at source, VAT and ICA (Local tax) at the company's documents.
Organize, allocate and control de activities of the accounting department.
Set the parameters of Arawak program.
Detailed month expense revision.
Accounting documents (sales invoice, purchase invoice, payment receipts, banking expenses, accounting notes).
To purge the balance sheet and the Profit and Loss Statement every month.
To prepare reports for the Manager and board of directors.

PERSONAL REFERENCES

Gloria del Pilar Acosta Aldana
Sister
Business Administrator
Phone: 321-4508575

Milena Loaiza
Managing Director
Phycologist
Phone: 318-7881557

Guillermo Llinas Rocha
Economist
Phone: 313-4320578