



Augusto Santos



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SKILLS

- Highly motivated
- Good communication skills
- Team player
- Quick learner and multitasking
- Python
- CSS
- HTML5
- JavaScript
- Java Core Fundamentals
- Advanced Java Frameworks
- MySQL
- MS Office proficiency
- Agile Foundations

EDUCATION

Expected in 03/2022

TechTalent Academy |
Birmingham

Bootcamp in Software Developer :
Ongoing studying

2012

Universidade Lusófona De
Humanidades E Tecnologias |
Lisbon - Portugal

Bachelors degree Information
Technology Management:
Computer science and Business
Course not completed.
Studied 1 of 3 years.

12/2008

Faculdades Integradas de
Jacarepagua | Rio de Janeiro -
Brazil
Bachelor degree in Business

WEBSITES, PORTFOLIOS, PROFILES

- LinkedIn - <https://www.linkedin.com/in/augusto-santos-230550b9/>
- GitHub - <https://github.com/AugustoCesarSantos>

PROFESSIONAL SUMMARY

Multilingual and highly motivated software developer entry-level, seeking opportunities to switch to a carer in Tech. High experience in the Finance sector and recently working in the Healthcare sector. I'm looking for a complete switch and opportunity to learn and develop my knowledge and skills, delivering good results long side my existing experience, including soft skills and hard skills.

WORK HISTORY

10/2016 - Current

HFH Healthcare Ltd | London
Health Care Professional

- Provided physical and emotional specialist Complex care to clients with Spinal Injury and Duchenne Muscular Dystrophy Disease.
- Performed Suprapubic Catheter Care, PEG Care, Medication administration, Cough assist, Ventilation, Autonomic Dysreflexia, BM , and Personal Care.
- Aided service users in everyday activity ensuring constant safety and effective care. Improving daily life of service users through compassionate conversation and encouraging participation in activities.
- Worked closely with nurses, HCA's, Physiotherapists, and other health care workers to maintain optimum levels of communication.

05/2016 - 10/2016

Caremark Bromley Lda | Orpington, Bromley
Field Care Supervisor

- Managed team of Care & Support Workers in Bromley and Orpington areas.
- Maintain close liaison with both Care Manager and Care Coordinator. Acted as link between clients and office.
- Oversee care quality control and monitor and supervise care service to over 200 clients.

LANGUAGES

Portuguese: Native language	
English:	C2
Master or proficient	
Spanish:	B1
Intermediate	
French:	A2
Elementary	

- Conducted assessments and based treatment on needs of each individual.
- Completed, submitted and verified accuracy of paperwork, including assessments, treatment plans, therapy notes and other required documentation.
- Collaborated with social services, referral sources, and other professionals to meet patient needs.
- Effectively supervised staff of personnel by implementing company policies, protocols, work rules and disciplinary action.

04/2016 - 10/2016
Caremark Lda | Orpington, Bromley
Oncall Supervisor

- Supervised and coordinate team of more than 50 cares, verifying full compliance with CQC standards across all tasks.
- Facilitated smooth service operations by administering and verifying constant accuracy of client care database, such as log in new data, keeping records and handling information in accordance of Data Protection law.
- Managed rotas and schedules for care work team using software systems to minimise changes and maintain service efficiencies.
- Provided support to clients and relatives to guaranteed client's health and safety through out off hours and weekends periods.
- Produce documentation and reports to Care Manager, Care Coordinators and Care Supervisors team.

01/2016 - 04/2016
Caremark Ltda | Orpington, Bromley
Care Support Worker

- Continuously promoted best practices in health, safety and security, strictly following Health and Safety policies to safeguard the welfare and health of all staff and service users.
- Supported service users in a range of living tasks, including personal care, medication administration, food preparation, socializing and leisure activities, and documentation. Observing and respecting individuals' privacy and dignity at all times.

02/2014 - 04/2015
Asperbras Congo | Brazzaville, Congo - Africa
Treasurer and Financial Assistant
As Treasurer responsible for handling approx. € 300,000/ month.

- Principal duties: Financial Reports, Funds management, Cashflow Reports, Bank and Cash Payments, Primary Audit according to financial rules, Financial Documentation, System updates and control spreadsheets, office administrative work, and others.
- Temporarily HR functions while covering HR's holidays.

01/2012 - 09/2013
Dindos Lda | Lisbon, Portugal
Business Owner

- Franchising Frozen Yogurt Store - Llao Llao - UBBO Shopping Center - Lisbon - Portugal
- Managing all store operations verified process and procedural

- compliance with relevant regulations.
- Supervised team of 7 staff members.
- Built and deployed operational procedures, training courses and administrative operation systems.
- Maintained functions as HR, Finance, Administrative and Operations Manager.
- Worked together external entities such as banks, suppliers, regulatory bodies and all other owner responsibilities.
- Capitalised on social media platforms to increase brand awareness in the market.

03/2007 - 06/2010

Betunel Industria e Comercio Ltda | Rio de Janeiro, Brazil
Financial Analyst

- Collected, maintained and updated clients loan databases.
- Interacted with contractors, subcontractors and suppliers to guide cost analysis process by establishing and enforcing policies and procedures.
- Reviewed financial reports and streamlined operations to increase productivity and company profits.
- Provided administrative support to line manager and department professionals, improving efficiency and productivity.
- Compiled various reports related to directors and upper managers.
- Regularly reviewed customer files to ensure sound condition of receivables.
- Analysed customer data such as financial statements to determine level of risk involved for extending credit.
- Controlled credit exposure by providing support, minimising risk and obtaining timely payment.
- Minimised accounts receivable collections and reconciled customer billings and statements.
- Conducted presentations to upper management and executive teams for loan recommendations.
- Conducted financial review of customer credit, assessing company financials and initiating credit application reviews.