

Daniel Quintero Ramirez

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Summary

Hello, I am Daniel Quintero Ramirez, Business Administrator with administrative and financial experience that allows to provide general assistance both in invoicing, purchase orders, accounts payable and general ledger in order to ensure an excellent experience to stakeholders, maintaining with precision the best you practice effectively and efficiently. By being a volunteer in NGO allows the value of service and well-being towards others. enhance interpersonal skills, personal state of the art and praxis.

Experience



President

ONUCOL

Jul 2018 - Jul 2019 (1 year 1 month)

Promote model of United Nations in Universities



Volunteer

Bavaria S.A

May 2018 - May 2018 (1 month)

Volunteer in the program MeUno of Bavaria & ABInBev



Administrative Coordinator

Pinpaw

Apr 2017 - Mar 2018 (1 year)

Management of documents and administrative files and accounting files.

Anticipate and calculate payroll statements, taxes, projections of expenses in the Cash Flow.

Provide customer service through administrative, legal and accounting documentation, Invoice.

Manage the inventory of assets and supplies, obtain suppliers and send invoices.



Administrative Coordinator

Colombia Games

Mar 2016 - Mar 2018 (2 years 1 month)

Management of documents and administrative files and accounting files.

Anticipate and calculate payroll statements, taxes, projections of expenses in the Cash Flow.

Provide customer service through administrative, legal and accounting documentation, Invoice.

Manage the inventory of assets and supplies, obtain suppliers and send invoices.



Junior Assistant

Bakatá

Oct 2015 - Nov 2016 (1 year 2 months)



Management Intern

Colombia Games

Mar 2015 - Mar 2016 (1 year 1 month)

Reconciliation and review of financial accounts and direct debit.

Manage transactions of Banks, Cash, Petty Cash, Credit Cards, Credits and Projects.

Control the credit and monitoring of the debt.

Coordination between departments and operative units to solve daily administrative and operational problems.



Administrative Assistant

Colombia Games

Feb 2013 - Feb 2015 (2 years 1 month)

Assist with all aspects of administrative, directory maintenance, logistics, equipment and storage.

Preparation of statutory accounts.

Calculation and verification to make sure that the payments, quantities and records are correct.

Education



UNIMINUTO Colombia

Especialista en Finanzas, Finanzas, general

2017 - 2018

Option Degree for Undergraduate Degree in Business Administration



UNIMINUTO Colombia

Bachelor of Business Administration - BBA, Business Administration

2012 - 2017



Universidad de Los Andes

Bachelor of Business Administration - BBA

2015 - 2016

Exchange Courses in Strategy Universidad de los Andes, 2016

Exchange Courses in Consumer Behavior Universidad de los Andes, 2016

Exchange Courses in International Business Universidad de los Andes, 2015

Exchange Courses in Finance I: Planning Universidad de los Andes, 2015

Licenses & Certifications



Asistente en el congreso de la Facultad de Ciencias Empresariales COICE - UNIMINUTO Colombia



La importancia de las habilidades de vida o soft skills - LinkedIn



Disrupting Yourself - LinkedIn



Strategic Thinking - LinkedIn



Critical Thinking - LinkedIn



Project Management: Solving Common Project Problems - LinkedIn



Learning Gantt Charts - LinkedIn



Cuarta revolución industrial: Inteligencia artificial y machine learning - LinkedIn



Mindfulness for Beginners - LinkedIn



Level 6 Intermediate Plus- B1 - Lexicom



Level 7 Upper-Intermediate B1 - Lexicom



Scrum: The Basics - LinkedIn



Stay Lean with Kanban - LinkedIn

Skills

Microsoft Office • Microsoft Excel • Stock Management • Bloomberg • Thompson Reuters • Life Skills
• Interpersonal Communication • Personal Development • Strategic Thinking • Strategy

Honors & Awards



Ponente - 3er Encuentro Semilleros FCE

Apr 2015