

## **Dawison Morais da Silva**

Brazilian, married, 42 years old.

7 Flavio Sá Leite Square, 3rd floor left

Braga, Braga, Portugal.

+351 969 661 357

NIF 316.858.XXX

Correo eletrônico: [dawisonmorais@gmail.com](mailto:dawisonmorais@gmail.com)

Linkedin: <https://www.linkedin.com/in/dawison-morais-da-silva-ba486a21/>

## **Educational Background**

- Postgraduate degree in Financial Administration and Controlling – INPG/December/2010, São Paulo, Brasil.
- Bachelor's degree in Business Administration from Universidade Nove de Julho – Uninove/2004, São Paulo, Brazil.

## **Languages**

- Advanced English – Private lessons since July/21.
- Fluent Spanish.
- Portuguese (Native).

## **Summary of Qualifications**

- 22 years of professional experience in the Financial field: Weekly and monthly Financial Planning, Accounts Payable, Cash Flow, Resource Financing and Investment, Treasury.
- 12 years of experience with financial and managerial reporting.
- Development of Python-based robots for repetitive tasks.
- Implementation of Oracle systems, AP (Account Payable), and IE (IExpense) modules in acquired companies.
- Implementation of import management system, Softway.
- Organization of financial documents for support in case of internal and external audits.
- Analysis and closure of import processes and payments to foreign suppliers (purchase of different currencies).
- Merger of various companies within the finance sector, accounts payable (Brazil and Ecuador).

## **Professional Experience**

### **Prosecur Transportadora de Valores S/A – (April/11 – April/2023)**

**Position: Accounts Payable Coordinator.**

**Main Responsibilities:**

- Management of a team of 24 people (for a year and a half), later 13 people.
- Implementation and control of KPIs mainly related to payments made and supplier aging, using Business Object (SAP) and Excel.
- Implementation of Python-developed robots for process automation and efficiency improvement.
- Approval of bank payments (power of attorney).
- Mapping of tasks between other areas such as accounting, taxation, and procurement to improve payment processes.
- Support in covering the department manager's vacation.
- Weekly reporting and meetings with the CFO and procurement department to improve the company's cash flow.
- Incorporation of new companies into the company's finance department (Brazil and Ecuador).

As an Analyst, I performed the following key functions:

- Analyze payment processes for better control.
- Training of personnel, especially in the Oracle system.
- Payment to foreign suppliers (purchase of different currencies).
- Monthly systematic closing, resolving all issues generated within the month.
- Assessment of GL (Accounting) versus AP (Accounts Payable) discrepancies.
- Responsible for implementing AP and IE modules (Oracle) in acquired companies.
- Responsible for implementing the merchandise import system (Softway – Cambio Sys), specifically the financial part.
- Constant analysis for process improvement in payments.

### **AEMF I Participações Ltda – (Set/10 – Mar/11)**

**Position: Senior Financial Analyst.**

**Main Responsibilities:**

- Bank reconciliation, tax and contribution withholding, expense reconciliation and entries, operational and administrative within the cash flow and payment bank.
- Financial planning (forecast vs. actual), weekly and financial report closing for presentation to the board.
- Presentation of file and document templates, aimed at organization for potential inspections or audits.
- Support in implementing the ERP system (Sophia).

### **Rodominas Transportes Locações e Serviços Ltda – (May/05 – Sep/10) – Cargo: Senior Administrative Assistant.**

## **Main Responsibilities:**

- Bank reconciliation, tax withholding, and contributions;
- 
- Analysis of employee expense reports and expense entries (financial, operational, and administrative) in cash flow and bank, along with the issuance of bank checks.
- Weekly planning for the optimization of financial resources;
- Monthly managerial closing and support for training interns in tasks related to checking documents issued for accounts receivable;
- Contacting banks to negotiate available resources for working capital;

## **Additional Courses**

- Computer Science: Office with advanced Excel.
- Power BI for KPI development.
- Python
- HTML5 and CSS 3