

# Jean Carlos Magno

## Finance, Admin, and Accounting

Vitória - ES - Brazil

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## GOAL

To work in strategic decision-making and business development positions in the finance and administration area.

## PROFESSIONAL EXPERIENCE

**Holonic Inc. (Tech), California - US - Remote** Financial and Accounting Analyst | NOV 21 - Current

Main Activities:

- Analyze past and present Financial Data.
- Accounts payables and Accounts Receivables.
- Cash flow management.
- Contractors and Suppliers' financial management and support.
- Bookkeeping and Accounting Reports.
- Assist the Month-end close.

**Sisnet LLC (Tech), California - US - Remote** - Financial Analyst | AUG 19 - NOV 21

Main Activities:

- Payables and Receivables Management (Execution/Control of payments to Contractors - over BRL 1M/month).
- Administrative Management of Contractors and Suppliers.
- Financial reconciliation and direct relationship with the accounting team.
- Assist the decision-making process.

**Webringg (Delivery), Dublin - Ireland** - Team Supervisor | JUL 2017 - NOV 2018

Main Activities:

- Team Roster Management.
- Employee (Brazilians) x Office (Irish) interface.
- Operational Support with restaurants (clients).
- Employee Performance Analysis.

**SNI (Maintenance), Serra ES - Brazil** – Admin/Financial Analyst | APR 2012 - JUN 2016

Main Activities:

- Cash Flow Management and Accounts Payable/Receivable.
- Administrative and Financial Management of Service Contracts.
- Suppliers Management.
- Management Reports.

## **JMX (Maintenance), Serra ES - Brazil – Administrative Analyst | APR 2012 - JUN 2016**

### **Main Activities:**

- Payables and Receivables control.
- Suppliers control.
- Administrative Support for the Operational Team.
- Interaction with External Accounting firm (Month-End close documents).

## **EDUCATION**

### **MBA in Finance - USP - Brazil**

March 2020 - April 2022

### **MBA in Project Management - FGV Mmurad - Brazil**

January 2014 - July 2015

### **Bachelor of Business Administration - FGV Univix - Brazil**

January 2008 - December 2011

## **SKILLS**

**Hard Skills:** Advanced English; Advanced Excel; Bookkeeping - QuickBooks Online, Zoho books; accounts payable/receivable.

**Soft Skills:** Communicative; Facilitator Profile; Holistic approach; Problem-solving, Empathy.

## **CULTURAL EXPERIENCE**

Two years of cultural exchange in the Republic of Ireland, where I could live with people of the most diverse nationalities and cultures, have significant personal enrichment, improve my English skills, and have the opportunity to visit a few European countries.