

MAURICIO SÁNCHEZ ABELLA

CONTACT

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Pereira, Colombia

PROFILE

I have worked as a business and sales consultant in financial and telecommunications organizations, managing personnel and overseeing administrative processes. I am a responsible and motivated individual, willing to support the operation of the OAS with the knowledge, skills, and experience I have accumulated throughout the years.

WORK EXPERIENCE

COORDINATOR (05-12-2017 Now)

PEREIRA TOWN HALL

- Provide support to the Secretary of Sports and Recreation (Secretary) of the city of Pereira on administrative activities required for daily operations of sport venues.
- Oversee the resolution of requests for repairs and maintenance in sport venues of neighborhoods in the city.
- File documentation in compliance with the requirements of the Integrated Management System.
- Keep custody of inventory of tools and material required for repairs and maintenance of sport venues.
- Provide the community with the required information on the schedule of repairs and maintenance in sport venues.
- Organize meetings with the work group from the Secretary, on the development of sport venues matters.
- Record transactions required for the operation of sport venues, according to regulations of the Secretariat.

SUPPORT STAFF (16-05-2016 01-09-2017)

E.S.E. SALUD PEREIRA

- Managed personnel and verified their results according to their terms of reference
- Kept up to date the quantitative data related to consultants' performance
- Followed up of field activities according to established deadlines.
- Supported the management of monthly payments of consultants

SALES ASSOCIATE (09-07-2007 30-03-2016)

MOVISTAR / TELMEX / DIRECT TV / DICO
TELECOMUNICACIONES / UNE MAXI SISTEMAS /
TELMEX HOGAR

- Supported management of sales personnel, including but not limited to recruiting and training activities
- Helped prepare plans to increase number of customers
- Complied with sales objectives, including budgeted expenses

WORK EXPERIENCE

OFFICE MANAGER (Centro de Servicios Crediticios / 09-05-2013 30-04-2015)

CREDIT SERVICES CENTER

- Implemented work plans according to company regulations
- Oversaw compliance with the processes and policies of the company on granting of credits
- Visited companies to reach agreements and look for potential clients.
- Recruited, trained and directed qualified advisers to offer the company's services.
- Managed security and infrastructure personnel of the office
- Increased the placement of credits according to the assigned budget
- Recovered portfolio ages 30 and 60 days

BANK ASSOCIATE (01-03-2001 03-07-2007)

POPULAR BANK

- Participated in the ISO 9000 certification awarded to Popular Bank
- Implemented the processes of placement and collection of portfolios in payrolls
- Increased the number of customers with payroll credit
- Standardized the processes of collection of portfolios
- Reviewed the documentation delivered for loan disbursement
- Studied indebtedness capacity
- Solved customers' complaints
- Sent overdue portfolio to legal collection

WORK EXPERIENCE

BANK ASSOCIATE (01 12 1994 28-02-2001)

ANGLO-COLOMBIA BANK

- Managed the operational area, Bank and security personnel of one of the Bank's agencies in the City of Pereira
- Participated in the pilot test for the centralization of information in Bogotá
- Attended to the Bank's VIP customers
- Solved customers' complaints
- Delivered checkbooks and cashier's checks
- Managed first and second compensation refund
- Looked for potential customers

SKILLS

- Teamwork
- Creativity
- Communication
- Responsibility
- Leadership
- Discipline
- Dedication

COURSES

"Assertive and effective communication in work teams", 2022

"Dynamic table in Microsoft Excel", 2022

"Programming Fundamentals for Mobile Applications", 2022

"Inventory, management and control" 2020

"Management of Microsoft OFICCE 2016, Excel tools", 2017.

Seminar "Coaching for effective success", Pereira, 2011

Diploma "Most competitive MYPIMES", 2009

Diploma "Criminalistics, Legal Medicine and Forensic Sciences", 2006.

"Fundamentals for Credit Risk Management" Program, 2003

EDUCATION

2022 | Pereira, Colombia

SOFTWARE ANALYSIS AND DEVELOPMENT TECHNOLOGIST

SENA INDUSTRIAL, RISARALDA

2021 | Pereira, Colombia

TIC MISSION 2022 WEB APPLICATION DEVELOPMENT

UNIVERSIDAD TECNOLÓGICA DE PEREIRA

2011 | Pereira, Colombia

LAW STUDENT (Four years out of five)

UNIVERSIDAD LIBRE DE COLOMBIA

2007 | Pereira, Colombia

ADVANCED EXCEL AND STATISTICS

COMFAMILIAR, RISARALDA

LANGUAGES

Spanish: Native

English: Intermediate level