



Administrative and Finance Assistant

Professional Summary:

Over the course of 19 years, I created a career in the financial sector in Brazil at an accounting business. Currently, I work in operational support areas in Dublin while I improve my English. High degree of expertise in accounting and tax planning, always introducing creative ideas and acting legally so that customers may optimize profits by minimizing unauthorized taxes and with swift, organized, and forceful bank reconciliation.

Ease of information and financial data organization, ease of planning and monitoring execution, commitment to results, and a high degree of leadership and flexibility.

Accounting graduate with intermediate English skills who is available to start

Work Experience History:

Part-Time job in Dublin, Ireland.

Cleaner - The Bath Pub - Jun/2022 – Current.

MAXIMUM ACCOUNTING AND CONTROLLING. (Brazil)

Accounting and Taxes Analyst - Mar/2003 – Feb/2022.

- Issuing invoices and service notes;
- Tax assessment analysis;
- Validation of auxiliary duties delivered;
- System parameterization for accurate launches and computations;
- Support in the deployment of the accounting system, including the entire configuration of all data and rules, as well as the preservation of this information for each client and status rule, with this system being responsible for a significant decrease in mistakes related to past manual labor;
- Consistently good customer feedback;
- Tax planning focused at decreasing expenditures associated with erroneous taxes in clients' accounting;
- Expense entry and bank reconciliation mastery.

Educational Background:

- Post-Graduate in Tax Planning – Faculdade Cidade Verde (Brazil) – 2010.
- Accounting Degree – Universidade Estadual de Maringá (Brazil) – 2004.

Applications:

- Microsoft Office Advanced (Word, Excel, Power Point, Outlook).
- Easiness in new systems learning.

Languages:

- English, intermediate | Portuguese, native.

International Exchange:

- Dublin, Ireland – General English – ICOT College – 2022 (*still studying*).