

Andreza dos Santos

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Portfolio

GitHub: https://github.com/a-matos/Andreza_Santos.git

Summary of Qualifications

- Data Analytics, Pricing, Accounting, Finance and Operations management expertise.
- Solid data analytics skills including visualization.
- SAP, Elite System, VBA, Python, GitHub, Git Bash, and SQL.
- Strong interpersonal and team-building skills.
- Analytical and problem-solving mindset (Lean Six Sigma).
- Bachelor's Degree in accounting – **FECAP**
- Certificate in Data Analytics – **UofT SCS**

Work Experience

Senior Administrator – Operations & Data Analysis

Sept 2021 – Present

Wesco Distribution – Mississauga, ON

- Creating and performing data analysis for sales to identify margin leakage and pricing opportunities.
- Creating and performing data analysis for inventory to support regional sales leadership on strategical decisions upon inventory levels.
- Consulting our internal clients by asking GEMBA questions, in order to understand their data analytics needs in non-technical language.
- Working in partnership with sales leaders identifying best pricing methods and margin levels according to the current scenario (segment, category, sales history, etc.).
- Managing district net sheets pricing for key customers, providing bi-weekly/monthly reviews to reflect recent cost, and securing margins levels.
- Managing pricing system (RPS) for the GTA District agreements, including new, updates and renewals.
- Contributing to the development of data analysis and internal procedures.
- Reconciling and performs paybacks from supplier and branches, ensuring the information is accurate on the pricing system.
- Reviewing AR disputes with Sales team and Financial Services, including billing adjustments.
- Reviewing and process credit, rebill, price adjustments, invoicing, and interbranch transactions (In Transit).

Systems: RPS, Teradata (SQL Server), Wesnet, NetTerm, SAP Ariba, Coupa, Taulia, Corrigo.

Office Manager

Apr 2019 – Aug 2021

Intra Vino Inc (LCBO Agency) – Toronto, ON

- Performing and analyzing multiple reports for the management team such as sales, forecast, inventory, AR/AP, and commissions.
- Analyzing market trends best determine competitive pricing for LCBO tenders.
- Lead and built company's website and social media projects.
- Designed and deployed marketing strategies for new products releases.
- Creating and maintained purchase orders through LCBO Elite Program and Citrix.

- Managing various accounting procedures such AR/AP, bank reconciliations, credit card statements and payroll.
- Training and delegating tasks for sales, marketing and accounting team.
- Establishing priorities and ensuring procedures and deadlines were met.

Systems: Account Edge, Inventory Control, Elite (LCBO) and Wix (website creation).

Accounts Payable

Aug 2018 – Apr 2019

Modern Sense Furniture – Toronto, ON

- Processing supplier payments, expense reports and A/R statement reconciliation.
- Processing bank reconciliations
- Creating commercial invoices to imported goods.
- Supporting external audit by organizing and providing documentation for quarterly closings.
- Observing international within Canada such as NAFTA and CETA, for import purposes.

Transfer Pricing Senior Consultant

Oct 2012 – Feb 2018

Deloitte Touche Tohmatsu – São Paulo, Brazil

- Companies risk analysis to identify potential pricing issues and bringing solutions.
- Sales and cost analysis in order to review the pricing performance.
- Transfer pricing calculation studies and analysis for compliance and planning.
- Assisting clients developing intercompany policies for tangible products, services, intangible property and financial transactions.
- Drafting pricing reports, analysis and presentations for documentation and planning.
- Training and staff support.

Systems: Handling SQL Server, SAP and TPS (Transfer Pricing) tools.

Financial Analyst

Nov 2011 – May 2012

Stericycle – São Paulo, Brazil

- Preparing internal control reports and SAP BPC for the financial consolidation within the US headquarter
- Managing accounting documentation for quarterly closings.
- Conducting monthly performance reviews to the board of directors.

Education

Certificate in Data Analytics

Pursuing

UofT SCS – Remote, Canada

Degree in Accounting

Feb 2013 – Dec 2016

FECAP – São Paulo, SP, Brazil

Certifications

Chartered Professional Accountants of Canada (CPA Canada)

Pursuing

Chartered Professional Accountants of Brazil (CRC Brazil)

2016