



Andrei Vigna

Adress – Rue Luttgens 27 – 6791 Athus - BE

Nationality – Brazilian and Italian (no work permit necessary)

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PROFILE

I am interested in Corporate Accounting, Fund Accounting, Financial Controller and Finance in general. Full time; Permanent contract.

WORK EXPERIENCE

TRUCK DRIVER (05/23 – today)

TRACTLUX – LIVANGE/**LUXEMBOURG**

- Delivering orders, handling and preparing company legal documents

ADMINISTRATIVE ASSISTANT (08/21 – 04/23)

SYSCO - **IRELAND**

- Responsible for organizing agendas, board packs and meetings ensuring availability of directors
- Performed a diverse set of administrative tasks: archiving and organizing documents, preparing documents for signature, organizing appointments, sending mailings, updating the company database and supporting the team.
- Preparing financial transactions and payment processing.
- Bookeeping of the invoices and bank statement in SAP software accounting.

ADMINISTRATIVE SUPERVISOR (07/18 – 05/21)

VMX GENERAL GRAIN WAREHOUSE - **BRAZIL**

- Implementing company policies, procedures and quality standards.
- Planning, execution, monitoring, delivery and weekly presentation of financial reports to the board.
- Responsible for supervising an administrative team, maintain records and documentation, including inventory.

INVESTMENT SPECIALIST (03/12 – 05/18)

HSBC BANK - **BRAZIL**

- Managing of client's investments according to the analysis of the economic situation.
- Monitoring the financial market to provide customers with updates on the performance of their investments.
- Promoting and sell financial products with a view to meeting defined goals, prepare investments reports.

EXECUTIVE SALES SPECIALIST (02/06 – 02/12) - INTERMEDICAL MEDICAL DEVICES – **BRAZIL**

EDUCATION

- Degree in Business Administration – UNORP Brazil (1998/2002)
- Master MBA in Strategic Accounting and Controllershship - UNORP Brazil (2003/2004)

SKILLS

- Ability to build relationships quickly across very different groups.
- Planning experience, ability to be innovative, attention to detail.
- Strong problem-solving abilities.
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- Outstanding communication skills.
- Ability to manage multiple complex projects simultaneously.
- Self and highly motivated with the ability to work independently, fast learner.
- Customer-centric and strong business orientation, analytical skills, result-oriented.
- Team Spirit, teamwork and open minded, cooperating.
- Proficient in Data Analysis, Information Systems, Microsoft Office Word/Excel, knowledge in Sap/ERP.

LANGUAGES

- English – C1 - Fluent
- Portuguese – Native (european language)
- French – B1 – intermediate (european language)

October 2023
