

Bianca Ferrara Sinno

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Professional Profile

29 years old, single, dual citizenship (Brazilian and Italian).

Administrative and financial professional with experience in process management, financial control, and strategic client relations.

Education in Communication, with international experience in Italy and Switzerland, applied to management and operational efficiency in global corporate environments.

Professional Experience

Plant Choice Alimentos Vegetais Ltda. – São Paulo - Brazil

Position: Administrative-Financial Coordinator | Period: 08/2024 – Present

- Strategic management of administrative and financial operations, ensuring efficiency and regulatory compliance.
- Cash flow control, bank reconciliation, and monitoring of accounts payable and receivable.
- Budget development, financial planning, and cost optimization.
- Client and supplier relations, negotiation of commercial conditions, and contract supervision.
- Personnel management, including recruitment, termination, benefits administration, and payroll review.

VIVA Nutrição Ltda. – São Paulo - Brazil

Position: Administrative-Financial Analyst | Period: 04/2023 – 08/2024

- Financial administration, cash flow control, and bank reconciliations.
- Supervision of accounts payable and receivable, ensuring accuracy in accounting records.
- Direct client relations for commercial and operational alignment.
- Payroll and taxation control, ensuring compliance with legal obligations.

SGLOBAL Assessoria – São Paulo - Brazil

Position: Administrative Coordinator | Period: 08/2022 – 03/2023

- Structuring and implementing administrative processes to enhance operational efficiency.
- Contract and budget management, analyzing financial and regulatory feasibility.
- Control and organization of business documentation, ensuring technical and legal compliance.

SGLOBAL Assessoria – São Paulo - Brazil

Position: Financial Assistant | Period: 12/2021 – 08/2022

- Issuance of invoices, payment control, and financial flow analysis.
- Bank reconciliation and supervision of company receivables.
- Administrative support in financial sector documentation and regulatory compliance.

Bob's (Bilu Comércio de Alimentos Eireli) – São Paulo - Brazil

Position: Administrative Manager | Period: 05/2019 – 07/2022

- Operational management, quality control, and inventory and purchasing administration.
- Financial planning, card reconciliation, and relations with banking institutions.
- Development of commercial strategies and digital marketing to expand sales.
- Team supervision, recruitment, training, and performance monitoring.
- Implementation of cost optimization and profitability measures for the unit.

Academic Background

- 2019: Bachelor's in Communication Sciences - Università della Svizzera Italiana.
- Lugano, Switzerland.
- 2018: Specialization in Corporate Communication - USI (Università della Svizzera Italiana).
- Lugano, Switzerland.
- 2013: Scientific High School Diploma - Scuola Italiana Eugenio Montale.
- São Paulo, Brazil.

Technical Skills

- Proficient in Microsoft Windows and Mac OS.
- Advanced knowledge of Microsoft Office Suite.
- Basic understanding of HTML, CSS, and XML.
- Advanced proficiency in Omie (ERP) and Mercos (CRM) systems.

Languages

- Portuguese, Italian (Certified Translator & Interpreter) – Native/Fluent (C2)
- English – Advanced (B2)
- Spanish, French – Intermediate (B1)