**** **Francis Vanderhorst Veloz**

***Personal information***

Marital status Married

Age: 36

Nationality: Dominican

Cedula: 026-0105777-7

Date of Birth: August 16, 1983

Place of Birth: La Romana, Dom. Rep.

Telephone: 809-384-4495 Cellular: 809-509-3257 and 829-978-7677

Address: C / Ramón Matías Mella # 22, Pica Piedra, Villa Hermosa, La Romana, Dom.

Profession: Certified Public Accountant With Exequátur.

***Primary and secondary education***

I completed my primary studies at the “Mercedes Laura Aguilar” public school

I completed my secondary studies at the Adventist school "María Trinidad Sánchez" where I graduated as a Bachelor and accounting assistant.

***Academic training***

Bachelor of Accounting

I completed my university studies at the University of the Caribbean. (2009)

Diploma: Analysis, Evaluation and interpretation of the financial statements.

40-hour diploma on the preparation of financial statements, their analysis, evaluation and interpretation (2008).

Diploma: Financial Planning.

Diploma on financial planning in all its aspects (Year 2009 duration 120 hours).

Diploma: Tutor for Virtual Environment Training

Tutor Diploma for virtual environment training conducted at INFOTEP (7 months, 2015).

***Work experience***

*Costa Nursery Farms*, 2018 (Tax Analyst), Realization of this company's tax returns (IR-2, IR-3, IR-17, IT-1, 606,607, 608, Customs Declaration, among other declarations). And other provisions that are requested by the accounting management.

*Palmera Turística Saona, S.R.L*, 2015-2018 (Responsible for Tax Affairs) making tax returns (IR-2, IR-3, IR-17, IT-1, 606,607, 608, among other statements). Representation of the company before the DGII for presentation of inconsistencies, I have also performed internal audit and internal controls.

*KOSFS International SRL*, 2012-2014 In this company I worked as an accounting officer, making the tax application (IT-1, 606, 607, 608, IR-2, IR-3, IR-17, RZF), internal audit and personnel administration. (This company works with the accounting of 2 more companies, Better Building Solutions and Exporter and Importer Brothers Shin & Associates)

Keeping the accounting of the three companies, the financial statements (finance) and coordinating the accounting entries.

*Caribbean Catering Services SRL*. (Cost Assistant) of March September 2012.

*Palmera Turística Saona, S.A.* (Responsible for Accounts Payable and Receivable) from June 8, 2009 to January 15, 2010. I was responsible for keeping records of purchases and sales, tracking both payment (checking that the invoices received were well prepared and calculated, reviewing payment terms) to suppliers, also made the collection of credit invoices.

*NAFA S.A Eastern Distribution Center*. (Assistant to the Manager) In January 2008 to June 2009. I attended the east regional manager of this company where I distributed the routes, received the money from the sale of 5 vendors, passed inventory to the trucks and the warehouse, among others more functions

*Commercial P&P Romana Principal* (Auditor) In October 2006 until March 2007. Work in this company Auditing the area of ​​assets, liabilities and expenses.

 Consortium of Banks and Call Centers Javier (Computer Technician) In March 2004 until September 2006. Here he arranged the computers and telephone systems in the call center.

*Romana Manufacturing* (Assistant Supervisor) In 2001 to June 2003

Work in industrial free zone # 1, as a supervisor assistant. (He typed, organized and distributed the production forms).

***Other data***

English Languages: Basic Level (Jacobs Institute).

Computing Complete Office package in its 2007,2010, 2013 and 2016 versions: High Level (Rivera Technical Training Center).

Microsoft Windows XP, Vista, Windows 7,8 and 10 (Current)

Management of physical computer networks.

Management of computer administrative systems.

***Personal references***

Mrs. Luz Elenia Lizardo …………………………………… .. ……….. ..809-556-4888.

Mr. Juan Carlos Rodríguez Encarnación …………………….……… ..809-556-4586

Mr. Pedro Pool Rijo …………………………………………..………… .829-373-8113.

Lic. Odalis Jaquez …………………………………………………. …… 809-779-9357.