

DANIEL RISCO

Lima, Perú

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PROFESSIONAL SUMMARY

Passionate about serving, assisting and caring for people. I have 30 years of experience. I run a laundry business. I have worked as an administrative assistant, accounting assistant and customer service. Among my main skills is knowing the administrative cycle, data entry in the accounting area, as well as its analysis. I have solid mathematical and statistical knowledge. Management of Microsoft 365, Drive, Zoom and social networks.

WORK HISTORY

03/2006 – Current

Owner- Administrative

Lavarred - laundry services

- I carry out the process of clients, suppliers, processes, I make reports on financial statements, sales, cash, and inventories.
- Since the beginning of 2007, I led the home pickup and delivery service, increasing monthly sales by 5%.
- I carry out promotions throughout the year that increase sales by 1%.
- I managed to organize a group of 10 workers, the demand was to process 100 kilograms of clothing per day.
- In a period of 5 years, we managed to acquire a commercial premises to operate the laundry
- Customer service, reporting to Accounting the entry of customer data, sales, personnel reporting tasks, logistics, cash, banks.

SKILLS

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|--------------------|-------------------|
| • Active listening | Data entry |
| • Adaptability | Creativity |
| • Collaboration | Bookkeeping |
| • Perseverance | Technical writing |
| • Foreign language | |

EDUCATION

Expected in 12/2028 -

Bachelor's degree in Cybersecurity.
Southern New Hampshire University – NH

07/2004 -

Undergraduate in Accounting.
Pontificia Universidad Católica del Perú – Lima

12/1995 -

General Science Studies, Computer Engineering.
Pontificia Universidad Católica del Perú – Lima