

PERSONAL INFORMATION

Roseana Lorena Oliveira

 31030470 Belo Horizonte (Brazil)

 +5531992910207

 roseana2003@hotmail.com

 <https://www.linkedin.com/in/roseana-oliveira-402a3667>

 Skype roseana2003@hotmail.com

Sex Female | Date of birth 15/09/1988 | Nationality Brazilian

JOB APPLIED FOR

Assitant / Bank / Accountant / Audit / Tax

WORK EXPERIENCE

25/09/2014–Present

Senior Accountant and Tax

Mendes Junior Trading Engenharia SA, Belo Horizonte (Brazil)

- Analysis of accounts and cost centers, elaboration chart of accounts.
- Accounting closing and analysis of income statements, trial balance, balancesheet
- Reconciliation of assets and liabilities
- Tax calculation and preparation of payments guidelines
- Compliance with tax obligations.
- Performing taxes payable and conferring labor liabilities
- Preparation of documents for internal and external audit.
- Preparation of financial statements
- Operating Revenues by the method POC (Percentage of Compliance) and report of evaluation

24/10/2011–24/09/2014

Junior Accountant

Mendes Junior Trading e Engenharia S/A, Belo Horizonte (Brazil)

- Input of electronic invoices for services
- Analysis of documentation for payment, analysis of reimbursement of expenses, write-offs, contact with suppliers
- Routines related to the department of accounts payable/ treasury
- Issuance of invoices
- Tax analysis and withholding according to legislation

01/02/2011–20/10/2011

Accountant Software Analyst

Mastermaq Softwares Ltda, Belo Horizonte (Brazil)

- Support technical in accounting software
- Analysis of backup
- Validation of the magnetic file in federal, state and municipal programs
- Conducting tests on customer database
- Parameterization and updating of systems

01/12/2009–30/01/2011

Internship

CRW Contabilidade e Consultores Associados Ltda, Belo Horizonte (Brazil)

- General learning of accounting routines, debit/credit, statement.
- Classification of accounting documents

- Control accounts payable and receivable.
- Register contract and bylaws filed in board of trade public.
- Organization of payroll documents

EDUCATION AND TRAINING

- 01/02/2006–01/12/2010 **Accounting Sciences - Bachelor Graduate**
Pontifícia Universidade Católica de Minas Gerais, Belo Horizonte (Brazil)
Accounting Sciences with emphasis in Controllershship
- 01/02/2012–01/03/2013 **Construction Management - MBA**
Centro Universitário UNA, Belo Horizonte (Brazil)
- 09/08/2019–07/09/2019 **General English**
EUROPEAN SCHOOL OF ENGLISH, ST JULIAN'S (Malta)

PERSONAL SKILLS

Mother tongue(s) Portuguese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B2
Spanish	C1	C1	B2	B2	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Job-related skills Graduated in Accounting Sciences with an emphasis on Controlling, I have dynamic profile, detail oriented, easy learning and good communication. I have focus, I like solve problems and achieve goals and I work well under pressure. Participation in the implementation process of the SSM- Shared Services Management, with experience in team management, leadership and elaboration of procedures.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid