

PROFESSIONAL EXPERIENCE

Business Administration

General Motors Jan 2017 - Jan 2018 Mexico

Involved in extra activities (BPD People) organizing activities per month rallys and christmas party, greater involvement with people.

Inventory Analyst

General Motors Dec 2014 - Present Mexico

Migration of P & A activities (Parts and Accessories) of Brazil such as reporting and reconciliations, implementation of procedures for activities, standardizing and automating migration processes.
Control of inventory balance, analysis, and comparison between inventories. Provision of material in transit, control of aging of the material, detect the cyclical adjustments, analysis of the variations of inventory accounts, detect and analyze pending invoices for accounting process between the supplier and the client, report variations in the inventory between two systems.

ACADEMIC EXPERIENCE

ULSA Aug 2010 - Jun 2014 Mexico

Accounting, Business administration, Finance, International Trade

LANGUAGES

Portuguese	Beginner
Spanish	Native
English	Intermediate

SKILLS

Intermediate	<div><div></div><div></div><div></div><div></div></div>
+ Project Management	
+ Client servicing	
+ Self Awareness	
+ Handling Pressure	
+ Collaboration	
+ Organisational Management	
+ Internet usage	
+ Microsoft Word	
+ Financial management	
+ Windows PC usage	
+ Strategic Planning	
+ Database Administration	
+ SAP	
+ Microsoft Excel	
+ Microsoft Powerpoint	
+ Event Planning	
+ Adaptability	
Beginner	<div><div></div><div></div><div></div><div></div></div>
+ Presentation skills	
+ Supply Chain management	
+ Problem Solving	
+ Oracle	
+ Critical Thinking	