

Brazil

Applied through AIESEC in PORTO ALEGRE, Brazil.

PROFESSIONAL EXPERIENCE

COMERCIAL PROCESS CONTROLL

PHILIP MORRIS INTERNATIONAL Mar 2017 - Present Brazil

I was one of the (3) highlights of the year in the area of Finance in the year 2018 (awarded in December the award), for the contributions and results that I brought to the company at that time. I received in the evaluation of 2018, Note 4, the maximum was 5.

Activities: Daily verification of PMB deliverers 'and vendors' accounts, validating the amounts received in cash and checks. Check that all invoice left-overs have been properly signed by our customers in order to confirm delivery of the products. If we do not have the correct documentation, ask for proper correction to the responsible areas. Reconciliation of the "verified money" account, based on the deposits made by the deliverers and the sellers. Monitoring and follow-up with the areas of Sales and Distribution on any divergence of values identified in the rendering of accounts. Conduct training related to financial accountability for deliverers, vendors, supervisors and Territory Managers. Centralized email management, responding to all the surveys that are relevant and treating as occurrences, on average thirty charges arrive at it.

Analyze and guarantee the accuracy of the information of the merchandising contracts, as well as to effect the registration of the same in the internal systems, and later to process the correct payments to the clients of the company, based on the assumptions established in these contracts. Perform follow-up and provide support in the areas of Trade Marketing, Shared Services Center and Billing among others.

Perform daily analysis and approval of sales orders received with excess credit limits for the various channels (retail, wholesale, large accounts and distributors). Perform analysis, review and annual visits to significant customers for the company (SVC), in addition to negotiation of guarantees. Conduct periodic reviews of the credit limits of the company's customers, according to policy. Reconcile daily the portfolios of the channels under your responsibility, evaluate the debts of defaulting clients, scheduling visits and meetings for negotiation. Participate in company projects, identify process optimization opportunities, and perform system testing to implement improvements.

SUMMARY

240/5000
I am a person that I seek to make the difference for the world, with my actions contribute where mainly one has war, hunger, political and religious disagreements.

LANGUAGES

English	Advanced
Spanish	Bilingual
Portuguese	Native

SKILLS

Expert

+ Windows PC usage

+ Problem Solving

+ Self-Confidence

+ Work Ethic

+ Collaboration

+ Adaptability

+ SAP

+ Creativity

+ Client servicing

+ Critical Thinking

+ Time Management

+ Data Analysis

+ Solution Orientation

+ Self Awareness

+ Human Resources

Advanced

+ Organisational Management

+ Sharepoint

+ Microsoft Powerpoint

+ Microsoft Word

+ Handling Pressure

+ Project Management

+ Windows

+ Financial management

+ Microsoft Excel

Intermediate

+ Team Management

ANALYST CONTROLLER

MYNARSKI CONTROLE PATRIMONIAL

Dec 2015 - Mar 2016

Brazil

Civil Engineering

Activities: In the company I worked in the areas: fiscal, accounting and finance. As the central office, there were demands nationally and Peru.

Financial Sector - Shopping: Through the internal system, carry out the cleaning supplies shopping and office (Porto Alegre and Sao Paulo), by request (3) Price outlets. After being ordered with the winning company, requesting the approval of the Director and President of the company, and then send the request to the supplier. Registration provider to request the necessary documents. Creating contracts for our services, which is very thorough, check clauses, terms, approvals, mailing or personal for signature by the customer.

Logistics: travel of control made to comply with separation of expenses, shipping voucher for sending separately for weekly or monthly customer.

Accounts Payable and Receivable - make payments of expenses via TED bank, doc, guides, controls in Excel of the company's credit cards and directors, control of mobile phones (25 line with the company's consultants), control of payments scheduled weekly in Accounts Receivable - issuing invoices for customer billing system via the prefectures (on average 300 NFs month); also had the internal system to generate recovery, when it came to travel reimbursement, submission of invoices by email or by mail of the costs to customers, control in Excel monthly billing.

Accounting sector: bank reconciliations of the payments made (debits x credits) on accounts of Porto Alegre, Sao Paulo and Peru, monthly and annual reports for audit purposes and management calculations, credit card reconciliations, and launch receiving casualties.

Fiscal Sector: Calculate federal taxes and withholdings, Municipal and State in NC (PIS, COFINS, ICMS, ISS), labor charges - (FGTS, INSS, Union and property tax), which performed follow-up management reports in Excel, in each mode even daily control of payments and receipts by branch / matrix.

Financial Administrative

OAS Construction Company

May 2014 - Jul 2015

Brazil

Civil Engineering, Construction

Activities: Carry out the contracts of new suppliers, to perform services in the work, collecting signatures of the board, with conduct term and even where the planned funds spend, use the term additives, quantity and value, collecting signatures again, finally passing it to the SAP system related to contractors.

Make quotations for the purchase of materials or services rendered, with 3 sockets prices (on letterhead); requested the contract or the APP method (Small Arms Agreement), when the vendor provided materials or services sporadically.

Hold registrations of new suppliers Corporate requesting by phone or e-mail the check list of required documents, after sending the Register sector - for approval; on average 100 new suppliers every month.

In Management Level, preparation of monthly financial forecast of the relevant costs to the company and determine the weekly performed through the SAP Excel and monthly inventory of the physical company stock, with analyzes and records with pictures of deviations and finally the prepared audit report in Power-Point presentation to the board, with its systemic made technical closure held in SAP to point differences.

Responsible for invoice releases material, control of telephone utility bills, food, transportation costs, water and light, majority control of protests and interest through the spreadsheet Excel and fill in negotiations with suppliers to obtain discount and resolutions. Also put on PCO system, new contracts signed with suppliers. Still in E-doc system, attach to record and store all invoices released daily.

+ Corel Draw

Beginner



+ Presentation skills

Financial assistant

Walmart Brazil Mar 2012 - Feb 2014 Brazil

Supermarkets

Activities: make the payment providers through the SAP system , working with sales reporting , cost control and payment in Excel.Responsavel tool for receiving, conference and scanning all invoices the South Support setorfiscal and accounting through . registration of companies , the conference together with government agencies , tax conference related to PIS , COFINS , national Simple, ICMS , IPI , ISS . Responding to the competent called the area in Voiza System, which was my job to meet all average of 30 to 40 per day . Problems of non arrival of the invoice . Case for domestic public travel expenses.

ACADEMIC EXPERIENCE

FUNDACAO GETULIO VARGAS (FGV) Feb 2014 - Jun 2019 Brazil

Accounting, Audit, Business administration, Finance, Human Resources, Marketing