

KAREN ANDREA BELLIDO BETIN

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EDUCATION

Universidad Autónoma del Caribe, Barranquilla, Colombia.
Finance specialist student.

Aug 2017 – Present

Universidad Libre, Barranquilla, Colombia
Graduated in International Business Management

Feb 2010 - Jun 2015

WORK EXPERIENCE

Industrias Litográficas Boston S.A.S. Barranquilla, Colombia

Jun 2014 - Nov 2014

Intern

- *Invoicing.*

Responsibility's Achievements.

Invoice all the orders sold of the enterprise and ensuring correct file of these documents.

- *Support the administrative coordinator.*

Responsibility's Achievements.

Support management coordination's department in all jobs that are assigned to myself.

Supplementing the activities of management coordination in the absence of the person charged.

Filling out and request the necessary documentation for the accomplishment of imports and exports.

Development of employment letters and other documents required.

Confirm with the customs and transportation agency the preparation for the process.

- *Support others departments.*

Responsibility's Achievements.

Cooperate in typing and reception of orders

Receive calls and resolve problems that might occur in the company

Customer Support

Prado Business Center S.A.S. Barranquilla, Colombia.

Jun 2016 – Aug 2016

- *Recepcionist*

Responsibility's Achievements

Receiving Calls and correspondence

Client services

Handling petty cash

Send daily report to clients

Unielectricos ARP Ltda. Barranquilla, Colombia.

Aug 2016 – Sept 2016

- *Administrative assistant*

Responsibility's Achievements

Preparation of invoices

Preparation of quotation

Reception of supplier invoices

All other functions required by the manager

Cueros Vélez S.A.S. Barranquilla, Colombia.

Oct 2016 – Jun 2017

- *Cashier*
Responsibility's Achievements
Register invoices
Organize invoices
Receive money
Cash register
Petty cash
Receiving calls and correspondence
Client services

ADDITIONAL INFORMATION

Languages: Native Spanish, Intermediate English.

Softwares: Microsoft Office (Word, Excel, Power Point), Windows.

Additional Courses:

- Diploma in Foreign Trade and International Logistics DFI, Universidad Libre, Barranquilla, Colombia; February 2015 - April 2015.
- National foreign trade forum "Get ready to compete", Barranquilla, Colombia, November, 2014.
- Foreign language's courses, English, level 2; Universidad del Atlántico; Barranquilla, Colombia, 2013.
- Foreign language's courses, English, level 1; Universidad del Atlántico; Barranquilla, Colombia, 2013.
- Customs tariff's courses; Universidad Libre; Barranquilla, Colombia, 2013.
- International Seminar on neuromarketing, Barranquilla, Colombia, August, 2013.
- XI National Congress of traders, Union nacional de comerciantes "UNDECO", Barranquilla, Colombia, April 2012.
- Personal Excellence with NLP, Barranquilla, Colombia, August 2010.