



Martha

de Andrade Peçanha Rodrigues

Technologist in Systems Analysis and Development



(22) 99998-8289



martha_arodrigues@icloud.com



Rio de Janeiro



www.linkedin.com/in/martha-apr-170687/



<https://martha170687.github.io/cv>

ABOUT ME

I'm 35 years old, I graduated in **Technologist in Systems Analysis and Development**, and I'm currently studying Computer Engineering (3º Period). I'm fluent in English, and I have ease to learn new things. My experience in HR gives me a differential in the development of my activities, because a good interpersonal relationship is essential to deal with diversity in the professional and personal environment.

SKILLS

Dynamic, great at building interpersonal relationships, team worker, able to manage people. Experience on attendance to clients, employees and providers. Fluent English. Ease to learn new systems. Knowledge on ERP & Pack system (Alterdata) and SISPAT (SISPEN & PrestServ), SIFAC.

COURSES

7 / 10

JAVA & OOP

8 / 10

EXCEL - VAB

9 / 10

OFFICE PACKAGE

10 / 10

ENGLISH

6 / 10

ANDROID DEVELOPMENT

EDUCATION

Bachelor Degree in Computer Engineering - Studying
IBMR – 3º Period 08/2022

Technologist in Systems Analysis and Development
Unopar – Complete in 11/2021

Bachelor Degree in Law
Universidade Estácio de Sá – 10º Period,
Leave of absence 01/2017

EXPERIENCE

Administrative Assistant Level III

Vix Logística (De 01/2019 - Currently)

Employee's assistance, control and maintenance of benefits (Life insurance, Transportation vouchers, Food tickets, Health and Dental Plan). Instructions of new employees. Elaboration of spreadsheets to control of CNH's and courses of the drivers, verification of documents to admissions, homologations. File and control of documents. Registration of employees on SISPAT (system of register for working at Petrobras), and documentation, certification and labor obligations (Sifac - Audilog) for client audit.

HR Supervisor

Techocean Offshore Ltda. (From 10/2007 - To 01/2017)

Administrative routine (preparation and elaboration of spreadsheets, elaboration of reports, organization of documents, translation of documents in Portuguese to English), Financial routine (emission and entry of invoices for sales, acquisitions, simple shipment and locations, entry of general expenses, supervision of cash flow, inspection of bills to pay and receive, bank reconciliation, emission of checks, emission of taxing notes, attendance to clients, employees and providers), Logistics and Projects routine (interpreter from Portuguese to English on offshore platform rotation 21x21, supervision and elaboration of working orders, elaboration of offshore team rotations, supervision and assistance to people and material logistics, stock control, projects supervision and monitoring, attendance to clients, employees and providers), Human Resources routine (supervision of daily team work, calculation of employees monthly payments, calculation of vacations, overtime, additional, terminations, taxing, benefits, emission of paychecks, organizations and scheduling of training and exams, gathering of documents, notification to the government system, employees assistance).

Administrative Assistant

Azevedo Tavares Consultoria Imobiliária. (From 09/2005 - To 11/2006)

Elaboration of spreadsheets, reports, financial control, elaboration of contracts, adjustment of rents, customer service, sales, scheduling of site visitations, organization of offices supplies and documents, presentation of properties to foreign, etc.