

SKILLS

- Ms Office, Word, Excel, PowerPoint, Outlook, Primavera Software.
- XERO
- Sage
- QuickBooks

EDUCATION

Jan 2019

The Autonoma University of Lisbon
International Relations

01/2015

Master D
Administrative Assistant

- Accounting
- Planning
- Time management
- Management software:
Primavera (A)

01/2013

Southwark College | London,
ENG

- English
- Math's
- Work Skills

LANGUAGES

Portuguese: First Language

English: C2



Proficient

Spanish: B1



Intermediate

Chrisana Aleixo das Neves



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Manchester

SUMMARY

Self-motivated and highly analytical professional with a degree in International Relations from Autonoma University of Lisbon. An individual with fantastic interpersonal skills who is committed to working collaboratively with cross-functional teams to achieve collective goals. Possess sales, Finance & accounting, communication, relationship building, organizational and time management skills.

EXPERIENCE

10/2021 - 02/2024

Finance Assistant

Kamani Property Group | Manchester, England

- Bank Reconciliation
- Processing in invoices
- Preparing Journals
- Intercompany Journals & Intercompany Loan Accounts
- Update financial spreadsheets with daily transactions
- Coordinate and execute financial transactions
- File management.

11/2019 - 08/2021

Finance Administrative Assistant

Midland Hotel | Manchester, England

- Sorting financial records
- Updating account spreadsheets
- Assisting on bank statements reconciliation
- Processing payments
- Generating an invoice
- Auditing financial statements
- Reviewing cost analysis reports

09/2016 - 06/2018

Administrative Assistant

Institute of Social Security | Lisbon, Portugal

- Benefit classification
- Household revision

- Documentation processing
- File management

12/2015 - 06/2016

Accounting Assistant

Verde Amanhecer, Lda | Lisbon, Portugal

- Admission process coordination and termination of employees as documentation submission to social security,
- Authorities work conditions, Salary processing and Credit elaboration
- Contract drafting and data entry of work records in the system, Receipt and bank statement management
- Stock and purchase management

01/2014 - 11/2015

Stopover Assistant Traffic Technician

Portway, Handiling (Lisbon Airport) | Lisbon, Portugal

- Boarding gates & Passenger check-in
- Compensation issues in case of delays or cancelation,
- Monitoring of minors
- Document verification, treatment of passengers who are refused entry into Portuguese territory (INAD)

VOLUNTEER EXPERIENCE

Peer Assisted Study Support, Manchester, UK - 01/09/2021 - 30/09/2021, Planned and organized weekly PASS sessions to enhance learning of first year students with university work. Supported a team of fellow leaders weekly to prepare for sessions and attend debrief meetings. Prepared and controlled budgets for a group of 30 leaders whilst working with a team of 4 coordinators.