

JOSEFINA TRICERRI

COMPLIANCE SPECIALIST

PERSONAL OBJECTIVE:

To be part of a team and to develop myself in a work environment where personal achievements and performance are recognized.
To acquire knowledge about internal side of the industry and to improve my professional skills each day.

CONTACT INFORMATION

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EDUCATION

Industrial Engineering
2019- In Progress | Universidad Nacional General San Martin

Data Science & Artificial Intelligence
2022 | Universidad Nacional General San Martin

Programming Fundamentals
2021 | Universidad Tecnologica Nacional

English
2018 | Cambridge Institute

WORK EXPERIENCE

Compliance Specialist- People Ops.
PWC | (July 2022 – Present)

- Assistance to Managers and Directors (US).
- Processing of sensitive documentation.
- Participate in Onboarding and Offboarding processes.
- Broadcast internal communications.
- Monthly audits.
- Preparation of reports under KPI's monitoring.

Administrative Secretary
Lincoln Propiedades | (July 2021 – May 2022)

- Personal secretary of the owner of the firm.
- Handling of documentation related to the sale of properties.
- Preparation and review of contracts.
- Administrative responsible via CRM.

Store Manager
Gringo Barberia | (May 2019 – June 2021)

- Maintenance of web pages and social networks.
- Personnel recruitment.
- Payroll.
- Business administration.
- Monthly closing and invoicing audit.

Administrative Analyst.
Distribuidora Delirio SRL | (June 2018 – April 2019)

- Sales.
- Online invoicing and management systems control.
- Cash-flow.
- Anchorage between own accounts.
- Filing and updating vehicle's documentation.
- Payroll management and travel tour assignment.