Resume

Personal References

First Name and Last Name: Juan Martín Chavanne

Date of Birth: 05/06/1989

Nacionality: Argentinian

Sex: Male

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Address: Escalada 1200, Troncos del Talar, Tigre

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Work Experience

1) Formanova S.R.L.: Buenos Aires. Temporary Position. Period: 01/10/2022 to 02/10/2023

Descripcion of tasks**:**

- Billing by SAP
- Accounting of Invoices and Bank Expenses
- Bank account reconciliations
- Payment to Suppliers
- Bank deposits
- Analysis of SICORE and Provincial Taxes
- Administration of remittances
- Corporate procedures
- Tax Purchases and Sales

2) **LifeLabs Laboratory Services**. Vancouver, B.C. Canada. Temporary Position.

Administration, Data Entry and Customer Service: Period: 09/02/2021 to 11/30/2021

Description of Tasks:

- Registration and personalized attention of Passengers

- Advice and guide to passengers

- Detailed control of data in the system

- Attention to inquiries and claims

3) **Teba S.A**.: Buenos Aires City. Full time

- **Administration ,Accounting and Taxes**: Period 12/01/2019 to 03/14/2021

Description of Tasks:

- Billing.

- Uploads and Files of Invoices of Suppliers and Clients.

- Preparation of accounting and tax documents.

- Reconciliation of Bank Accounts.

- Control of third party accounting tickets.

- Control of Concession Accounts

- Extraction of Tax Returns and accounting information.

- General Assistance in Tax Settlement . (Sales VAT Book- Sales VAT Book)

- Assistance in Closings and Analysis of Annual Balance Sheets.

4) **Indra**. Province of Buenos Aires .

- **Administration, Purchasing and Billing**: Full Time. Period: 03/01/2018 to 11/28/2019

Description of Tasks:

-Uploading of device remittances to the SUBE Portal.

-Charging of Remittances to the devices to the CMMS Portal.

- Preparation and Monitoring of Purchase Orders by SAP.

- Billing.

- Registration, Claims, Reception, Control and Back-up of Invoices from Suppliers and Clients.

- Contact with suppliers.

- Economic closings.

- Generation of economic sales of the projects.

- Reporting.

-Monthly Settlements of the Logistics Sector.

- Overtime charges

-Travel to Córdoba to remove devices from intermediaries.

- Specific visits to Clients.

- Project

Functional Consultant: Full Time. Period 05/17/2017 to 02/28/2018

Description of Tasks:

-Confections of centralized weekly and monthly reports in Spain.

-Download of Requests and Incidents.

- Updating of information on Requests and Incidents in the JIRA Portal.

- Assistance and weekly analysis on progress with different projects with the client.

5**) Private Medical Office**: Buenos Aires City .

- **Administrative Assistant**: Part-Time. Period 03/01/2014 to 12/30/2016

- Description of Tasks:

-Registration of Data and Social Work of Patients.

- Control of Costs and Budgets of the Office.

- Record of Invoices.

- Tax File and Affidavits

- Bank Payments and Deposits.

- Administrative transactions

6) **Vail Resorts**. Keystone ,Colorado, United States of America.

- **Houseman**. Temporary Position. Period 12/14/2011 al 03/14/2012

Description of Tasks:

Stock Control and Maintenance of a Condominium area in Keystone, Colorado

Availability : Full-time

Education

1) **College**: Tamwood International College. Vancouver B.C. Canada
   Career: Posgraduate in International Trade and Management. Period 03/2021 to 09/ 2021.
   Status: Graduated

2) **College**: Argentinian Business University.
   Career: Bachelor´s Degree in Business Administration. Period: 03/2010- 03/2018
   Status: Graduated
3) **Primary and Secondary education School**: San Esteban (2001-2007). Promotion year 2007. School: Manantiales (1996- 2000) Degree: Bachelor. Modality Humanities and Social Sciences

Other Knowledge:

-English language. Written Fluent Level. Oral Fluent Level.
-English courses in Oxford year 2007.
-Paquette Office. Intermediate level. Database management.
-Systems: SAP, Gestiona, GEP, GAE. SUBE portal. GMAO and Gecom.
- Basic accounting knowledge, cash flows and administrative processes.

Hobbies:

Soccer and Golf