

Contact.

Phone number.
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Mail.
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ID Number.
41.565.670

Education.

Graduated from High School with economic orientation.

E.S. N7. Junín, Buenos Aires.

University of Buenos Aires

Psychology Degree in progress

Skills.

- Advanced knowledge of excel.
- Microsoft Office Package.
- Google Workspace.
- Analytical and strategic thinking.
- Strong communication and interaction skills.

Languajes.

English C1.

Spanish.

Valentina Brezzo

Hi! My name is Valentina.
I believe people are the most important resource in a Company. I`m convinced that constant growing and new challenges are the main motivation for professional development.

Expertise.

2021 - To the present.

TRB PHARMA S.A.

Accounts Payable Analyst.

Accounts payable end-to-end process. Long term payments projections. Excecuting debt payments through wire transfers and E-cheqs. Bank reconciliation and current account positions. Invoice posting and analysis of debit notes. Bargaining with suppliers and attending frequent queries.
Dealing with vendors and ensure due dates and payment terms.

2020 - 2021.

TRB PHARMA S.A.

Manager´s Assistant.

Internal control and risk management procedures. Reporting directly to the manager and TRB`s head office located in Ginevra, Switzerland. Mailing and zoom meetings in English. Scheduling planning meetings and corporate events. Cashflow and spreadsheets management. Payment execution of customs taxes. Negotiation of profits and benefits with several local banks.

2018-2020.

TRB PHARMA S.A.

HR Assistant.

In-company communication and people experience. Onboarding process, Hunting & Recruiting. Resume Screening & Preliminary interview. Updating personnel files. Work leaves, payroll and insurances. Organization of corporative events.

Courses and Training.

Finance & Accounting.

Capacitarte.
During 3 months.
Tools about financial management control and internal decision-making.

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External Trading.

Fundación Banco Credicoop.
During 6 months.
Tools to carry out an import, incoterms and customs operations.

IT Selection.

Capacitarte.
During 1 month.
Profiles and IT labor market, Programming languages, frameworks and libraries.
IT process cycle from customer´s needs to onboarding.
Use of Linkedin,