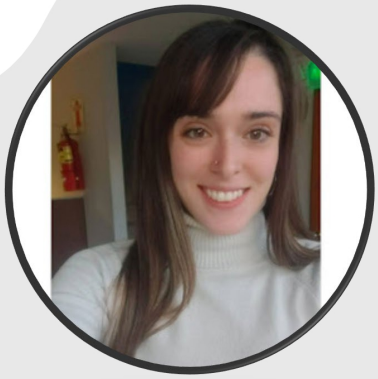


Location: San Martin – Buenos Aires
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Email: sofisanda@gmail.com

Sofía Victoria Sanda

PROFESSIONAL PROFILE

Highly competent buyer with knowledge of the retail and wholesale industry. I´ve been working in the purchasing area for six years where I got experience in the field constantly working towards company goals and objectives. Skilled at negotiating and securing contracts that have beneficial terms. Excellent eye for details and available to work under pressure. Relationship builder and effective partner to suppliers that give the company the most resources and profit potential.

CORE SKILLS

- Careful listener. I work with confidence on my sincerity and commitment to company goals.
- Detailed problem solver so I can help navigate the typical supply and demand issues that arise in the industry.
- Good negotiation and ability to effectively persuade others to come to a favorable agreement for both parties.
- Excellent understanding of purchasing plans and financial rates.
- Competent decision maker which gives me the ability to make things happen when an attractive deal is offered.

EDUCATION

Training to become an English Teacher **Currently**
College Joaquin V. Gonzalez

Accounting auxiliary **2016**
Centro de estudios técnicos, administrativos y empresariales

Tango System operator **2017**
Centro de estudios técnicos, administrativos y empresariale

Bachelor of administration companies and economy **2013**
Institute Nuestra Señora del Rosario

KNOWLEDGES

Languages

English – Upper intermediate level

Networks – Systems

Office Package

WORK EXPERIENCE

BUYER **September 2021 – Currently**
NRG ARGENTINA SA

Currently working in the Buying department, encompassing nine members with focus on the purchase of retail and wholesale of mining products.

- Creating, processing, and maintaining purchase orders and framework contracts (By tracking KPI and saving). Tracking shipments, deliveries, and transfers. Managing purchase order cycle.
- Identifying, selecting, reviewing, and qualifying vendors. Communicating regularly with suppliers.
- Coordination with vendors in accuracy on availability, price, and delivery of items.
- Managing supplier contracts. Maintaining compliance with all relevant laws, regulations, and requirements with the support of the Law Department.
- Providing weekly and monthly reporting and sales analysis.
- Predicting future customer behavior and purchasing habits by looking at previous buying power, the potential economic setting, and related data.
- Using SAP Software Business One

BUYER **January 2019 – September 2021**
GRUPO CLADD ITASA

Worked within the buying team, consisting of six members, to purchase local and international chemical products and dyes.

- Creating, processing, and maintaining purchase orders.
- Communicating regularly with local and international suppliers.
- Attending all company required meetings.
- Coordination with vendors in accuracy on availability, price, and delivery of items.
- Account of program timeline, resource requirements, risk management, and budget.
- Setting vendor bills by making sure products were delivered sufficiently and remitted payment once confirmation of satisfaction was received.
- Using Softland Software.

ACCOUNTING PAYABLE December 2016 - September 2021
GRUPO CLADD ITASA
Worked within the accounting team, consisting of fifteen members.

- Entering vendor invoices timely and accurately into the accounts payable system.
- Reconciling vendor invoices with purchase orders and receivers for variances such as proof of delivery, item shortage, pricing discrepancies, etc.
- Processing of accounts payable and payments to vendors.
- Management of the cloud-based expense reporting system, process expense reports and payments, provide employee training and assistance.
- Providing support to the Accounting Department. Prepare monthly accruals for vendors and company credit cards. Perform monthly bank reconciliations.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Entering financial transactions into internal databases.

ACCOUNTING AUXILIARY January 2016 – December 2016
Rocchetti & Associations
Worked within the accounting and management team, consisting of four members.

- Scheduling referral and testing appointments.
- Entering financial transactions into internal databases
- Digital and physical financial record keeping.
- Entering vendor invoices timely and accurately into the accounts payable system.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Entering vendor invoices timely and accurately into the accounts payable system.
- General office administration.

DENTAL ASSISTANT/RECEPCIONIST September 2014 – January 2016
Dr. Miguel Castiglione
Worked with Dr. Castiglione.

- Answering phones and scheduling appointments.
- Updating and maintaining patient dental records.
- Overseeing patient check-in procedures.
- Coding and preparing insurance forms.
- Scheduling referral and testing appointments.
- Making dental impressions
- Sterilizing dental tools and equipment
- Post-procedure clean-up
- Generally chairside assisting of dentists and hygienists
- Process paperwork/documentation, filing, faxing, scanning, and other clerical & administrative functions.
- General office administration.