

ALESSANDRA SIKYU BARBERO

Student of Global Business Management at UADE

PROFILE

A focused woman with dedication, positive attitude, willingness and motivation to learn and add value.

PERSONAL INFO

Nationality : Venezuelan.
Date of birth : 10/04/2003

CONTACT

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Alessandra Sikyu Barbero
San Andrés, GBA Norte

EDUCATION

UNIVERSIDAD ARGENTINA DE LA EMPRESA (UADE)
2022 - Present | Bachelor in Global Business Management

INSTITUTO MAIPU
2018 - 2021 | High School Diploma in Economic Science | GPA : 9.61

EXPERIENCE

SAP - ARIBA NETWORK NORTH AMERICA
iXp Intern - Collections Analyst | August 2022 - Present (part-time)

- *Maintaining a proactive and polite service attitude*
- *Active communications with the customer via Email and Calls*
- *Invoice disputes management, credits analysis, refunds, tickets (ServiceNow).*
- *Produce and share Collections Reports and Presentations*
- *Using SAP internal administrative-finance tools*
- *Perform the account receivables tasks according to the company compliance regulations.*
- *Excel pivot tables*

LANGUAGES

- **Spanish** (Native)
- **Italian** (Limited Working)
- **French** (Elementary)
- **English** (Full Professional)
- **Portuguese** (Limited Working)

SOFT SKILLS

Organization and responsibility. Hard worker. Effective communication and emotional intelligence. Autodidactism and adaptation. Leadership and teamwork. Problem solving. Good presence, formal and cordial behavior. Proactive and good time management.

HARD SKILLS

Excel, Word, PowerPoint, Teams, Outlook, OneNote, Google Sheets, Google Docs, Google drive, Google Slides, Canva, video editors.

INTERESTS

Personal development, languages, dance, volleyball, guitar, ukulele.

COURSES

- **French** | *Centro Universitario de Idiomas* | 2023
- **Excel Program** | *Capacitarte* | 2022
- **Portugues** | *Centro Universitario de Idiomas* | 2022
- **Italian** | *Centro Universitario de Idiomas* | 2021-2022
- **English** | *Fyr Lois Venezuela* | 2015-2017