

SANTIAGO O´ BRIEN

Santiago Maria O´Brien
santiago.ob@hotmail.com
(+54) 11 2791 8933
Villa Ballester, Buenos Aires
15/12/1988

LANGUAGES

- English (Nivel C1)
- Portuguese (Nivel B2)

DIGITAL SKILLS

- Lotus Notes / Bootstrap
- Microsoft Office
- SAP
- HTML5 / CSS3
- PHP / Javascript / MySQL
- Font Awasome
- MS Office

EDUCATION AND TRAINING

BACHELOR OF BUSINESS ADMINISTRATION
National University of Buenos Aires
2020 - Present

BACHELOR IN ECONOMICS
José Hernández school
Villa Ballester

WORK EXPERIENCE

CLAIMS & BILLING AGENT
FLUID TRUCK CO.
03/2024- 02/2025

- *Check and approve of invoices*
- *Analyze, approve and follow up on payment plans for customers in debt*
- *Check and retry of cash in the declined transactions unpaid*
- *Prepare evidence and follow up on bank disputes with customers who disputes charges.*

ADMINISTRATIVE ASSISTANT
SANTANDER BANK(Lisboa, Portugal)
03/2023 - 03/2024

- Analysis of the different levels of customer arrears.
- Contact with customers and debt collection management according to the bank's quality standards.
- Analysis and offer of different plans to customers in order to regularize debt.
- Requesting and analyzing the veracity of supporting documentation in order to perform credit analysis.

CLIENT FINANCIAL MANAGMENT (TEAM ITALY)
ACCENTURE ARGENTINA
07/2018 - 02/2023

- Analysis of forecasts for new and ongoing contracts (Collections/Revenues/Costs).
- Analyze and do accounting entries in order to have the accounts in line with the work done.
- Contact and support with the team working in contact with customers in Italy
- Creation in SAP of new customers/contracts.
- Verification and approval of new contracts
- Approval of invoices to be issued to customers.