

ADRIANA SAYAGO

PROFILE

SOLID EXPERIENCE IN:
PURCHASES
BILLING
LOGISTICS
ABILITY TO:
OFFER HIGH LEVELS OF SERVICE.
CAPABILITY OF ADAPTABILITY.
PROFILE COMMITTED.
LEADERSHIP.
MULTIDISCIPLINARY.

PERSONAL INFORMATION

03/13/1992
VENEZUELA
1151369473
1165050432 (WHATSAPP)
ADRIANAS_12@HOTMAIL.COM
ARAOZ 2379 - PALERMO (CABA)
CP:1425
DNI: 95136458
CUIL/CUIT: 23-95136458-4

WORK EXPERIENCE

COMEX SPECIALIST
HUAWEI TECH. INVESTMENT CO. | JUN 2017 - PRESENT

- Follow up monthly and weekly of all the shipments.
- Application and monitoring of import licenses (SIMIs).
- Application and follow up of electrical safety certificates.
- Supervision and approval of customs mandatory documentation.
- Delivery and coordination of all the cargoes from customs to the warehouse or warehouse clients.
- Maintenance of database.
- Monthly report of customs clearance lead time.

PAYMENT MANAGEMENT
HUAWEI TECH. INVESTMENT CO. | JUN 2016 - JUN 2017

- Follow up of invoices, contracts and personal relationships with:
- Customs brokers / Suppliers / Transport insurance.
- Advance payments for customs (VEPs).
- Monthly/Weekly cash plans.
- Reports for annual audits.
- Monthly report decrease and increase of customs duty payments.
- Creations of PR/PO for payments of the provideers.

FRONT DESK
PALERMO TOWER HOTEL | FEB 2015 - NOV 2015

- Customer service, personnel and phone/email.
- Booking and scheduling appointments.
- Handling faxes and emails.
- Archiving information of guests.

EDUCATION

INTERNATIONAL BUSINESS
FAECC | 2017 - CURSING

COURSE OF BASIC ASPECTS OF THE IMPORTATION AND EXPORTATION OF PRODUCTS AND SERVICES
UTN | APRIL - MAY 2018

INTERIOR DESIGN
EBA | 2016

SKILLS & LANGUAGES

- Teamwork.
- Dynamic character.
- Analysis capacity.
- Facility for communication.
- Good performance under pressure
- Organization and planning.

- **Spanish - Native**
- **English - Advanced**

- **Microsoft Office**
- **Prezi**
- **Illustrator**
- **Photoshop**
- **Premiere**