

Clide Gauna

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Objective

I am seeking a challenging environment where I can serve your organization and establish an enjoyable career for myself.

Experience

CC GROUP SA **January 2018 – at present**

Responsible of administration and foreing trade.

Responsible of Administration: armed and control of tax settlements (IVA, IIBB, Citi), DDJJ presentations and payment. Control / payment of guilds and charges social. Payment to local / foreign suppliers and checking accounts.
Finance and treasury control. Reference in various staff inquiries,
High and low hirings. Armed with news and control of liquidations of
salary / resignations / layoffs and payments. Preparation of checks report
check movements. Commercial ratings Support and control in
Import / export processes. Reception and solution of
various intimidations / contingencies and resolutions proposals.
Coordination / supervision / control of task procedures and processes
administratives of the sector.

BIOSEIF SRL **June 2019 – December 2017**

Administrative assistant / foreign trade

Reports to the head of the sector, administrative and accounting support tasks, data load to the management system, bank reconciliations, debit control, credits and balances, postings of expenses and expenses of funds, agenda of tax maturities, preparation of reports (checking accounts, accounting,

commercial), preparation of documentation at the request of the accounting study (closing VAT, Gross Revenue, etc.), billing and armed merchandise delivery daily FOREIGN TRADE: communications with customers and suppliers of the foreign, price search and purchases from foreign suppliers, selection of forwarders and cargo tracking, contact with dispatchers of customs, SIMI requests, control and payments of customs duties and expenses, quotes and sales to foreign customers, issuance of export invoices, collection management and foreign exchange payments, accounting and archiving of the documentation.

MSL CORPORATE **September 2014 – December 2016**

Administrative Assistant

Carry out the administrative tasks of the offices outside the company, post the documentation sent. Account statements are made, accounts receivable, bank reconciliations, allocations and applications of payments, closing of monthly periods, billing and payments to suppliers. The teamwork, all performing a specific task exchanging knowledge.

INC S.A **February 2011 – August 2014**

Commercial Manager

The main activity in the position was training and control of the cashier, attention to the client, staff development and training to incoming employees. Control of waste and stock, reception and control of merchandise, entry to system merchandise movements, monthly inventories, daily cash closures and fixed funds, monthly closures and development of objectives and action plan for the points to improve in team and personal.

Education

Foreing Trade, FAECC **March 2018 – at present**

Mar 2018 – at present Argentina
Foreign Trade (Tertiary / Technical / In Progress)
Foundation of High Studies in Commercial Sciences
Study area: Int./Ext Commerce.

Bussines Administration, FAECC **March 2015 – December 2017**

Mar 2015 - Dec 2017 Argentina
Business Administration (University / In Progress)
The Foundation of High Studies in Commercial Sciences
Study area: Business Adm.

High School, ICES **February 2016 – December 2008**

Feb 2006 - Dec 2008 Argentina
academic bachelor in Production of Goods and Services (High Scholl) ICES
Study area: academic bachelor

Skills

Languages
English: Intermediate Written, Intermediate Oral
Portuguese: Advanced Writing, Advanced Oral

Computing
Office: Intermediate Management

Other knowledge
Introduction to Foreign Trade
Introduction to Foreign Trade course taught at the University of Buenos Aires

Bank cashier
The course teaches about accounting records, financial system, understanding the different types of taxpayers and management of commercial documents. Customer service, cashier profiles and conditions.

Diploma in administration and accounting assistant
I obtained the necessary tools to work in an administrative position either accounting, tax, liquidating salaries or managing in general. I managed to professionalize and obtain grounded criteria for making decisions.

Aptitude

Microsoft Oficce – Microsoft Excel – Microsoft Word – Microsoft Outlook – Inglish- Portuguese- TAX - Accounting and Finance -Teamwork - Decision making - analysis capacity - creative problem solving - team leadership