

Lorena Claudia Cejas



Mi goal is to work for a leading company where I can develop my potential and, in doing so, help achieve its objectives with responsibility, respect, and trust.

EXPERIENCE

Distrimas hogar, Zárate—Cashier and Administrative Assistant

JANUARY 2021- PRESENT

Clothing: Narrow

March 2018 - January 2022

Cashier, Sales Associate, responsible for opening and closing the store, stock control, as well as administrative tasks

Siasa - Logística - Zarate

April, 2018-February 2019

- Picking assemblies, confirmations and closures of outgoing shipments, as well as their subsequent dispatch, for both products and supplies.
- Confirmations of deliveries and their subsequent dispatch, for both products and supplies.
- Inventory management and adjustments as required.
- Stock reports as needed, for both products and supplies.
- Entries and exits of both supplies and products using the systems: TRUCK / SAP and RDS.
- Customer support.

PERSONAL INFORMATION

Age: 41

Address: Córdoba 543
Mon. 4 PB A

Area: Zárate

Mobile
03487-15-551874

Phone:

Date of Birth: November, 15 of
1982

DNI: 29.805.409

CUIL: 23-29805409-4

Marital status: Single

Children: One

Nationality: Argentina

Email:
lorecejas_2010@hotmail.com.ar

Gaona Group- Appliances

July 2012 - April 2018

Cash Handling
Credit Analysis and Opening
Customer Service
Sales Support
Cash Reconciliation
Cost Analysis
Order Placement
Supplier Relations
Supplier Onboarding in the System

Isenbeck Brewery - Junior Analyst - Zárate

September 2009- November 2011

- Control and entry of corporate travel expenses into the SAP system
- Control and entry of invoices into the SAP system, tracking them along with the accounts payable department for subsequent payment and filing
- Entry of corporate credit cards into the SAP system for subsequent payment
- Creation of provisions for accounting closures
- Supplier Relations
- Supplier Onboarding Management
- Analysis of unpaid invoices and planning for future payments

Administrative:

- Sales Administrative
- Phone support for client portfolio

- Preparation of Credit and Debit Notes
- Sales Reports
- Activation of potential clients

EDUCATION

High School, Instituto José Manuel Estrada, — “Perito Mercantil con orientación en computación”

March 1996- December 2000

Argentine Commission on Informatics
— *Administrative Assistant for SMEs and Payroll Processing*

March 2008 - December, 2009

Business Administration- National University of Luján, Campana Regional Campus — Bachelor's Degree in Business Administration

Completed up to the 3rd year

EXTRACURRICULAR KNOWLEDGE

Driver's License: Categories A3 / B1

Computer Skills

- Office: Advanced
- Databases: Advanced
- Graphic Tools: Advanced
- SAP System
- TRUCK System

Languages

- **English:** Intermediate (speaking, writing, reading)