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Education

09/2011 to
07/2012

Manager, Master of Science (MSc) in Management, ISCTE / INDEG Business School, Lisboa, Portugal

09/2010 to
07/2011

Manager, Executive Master in Business Management, ISCTE / INDEG Business School, Lisboa, Portugal

09/1995 to
09/2001

Manager, Business Management Bachelor, UAL – Universidade Autónoma de Lisboa Luís de Camões, Lisboa, Portugal

License

04/2002

OTOC – Ordem dos Técnicos Oficiais de Contas, Nº 68076

Professional Experience

Here you must describe only the experience related to the job position you are applying.

Since 11/2012 to
Present

Faculty of Sciences Foundation (FFCUL) - Unit LaSIGE / Navigators, Lisboa, Portugal

Financial & Administrative Manager

- *Integrated management of various research projects of the unity and coordination of the activity of the unit;*
- *Financial Management and Management of Project Folders.*

09/2011 to
12/2011

Sofocom Group / Logispark Angola, Luanda, Angola

Consultant and Client Manager

- *Control and Financial Management of major customer accounts;*
- *Project Management to the centralize BD's customers in SAP.*

03/2010 to
03/2011

BCA, SROC, SA, Lisboa, Portugal

Consultant

- *Management and Finance Control in the Client **Trendglobal**;*
- *Management of the investment projects (PME Invest);*
- *Fiscal Responsibility.*

01/2008 to
03/2010

OnSite – Consultoria & Sistemas de Informação, Lisboa, Portugal

Director / Consultant

- *Management and Finance Control;*
- *Management of the investment projects (QREN / PME Invest).*

01/2005 to
12/2007

Gesbanha, SA, Lisboa, Portugal

Consultant

- *Management and client accountant of **PMS II** and **PMS Coffee**;*
- *Client Audit Report of **Sociedade Mineira do LOCAPA – Angola**;*
- *Participation on internal Business improvement of ourselves company (research, planning and rationalize tasks and activities).*

07/2002 to
12/2004

GesSystem / Eurogroup Consulting / Concept Erindale, SA, Portugal

Freelancer Consultant

- *Analyzis and client Business Improvement Process of **DLS, ISQ, Transportes Luís Simões, Somincor, Somelos, Cofinoga, Corticeira Amorim e Gabinete do 1º Ministro, do Governo de Angola – Luanda, Angola**;*
- *Client Support and Training;*
- *Data Quality to the “SIFEC” System, for **DGDR** client.*

01/2002 to
06/2002

OR&A, Lisboa, Portugal

Auditor

- *Accounting and Financial Audit to the client **Beltrão Coelho**;*
- *Audit Process of a set Animals Food Productions Stuffs companies;*

Other

Here you must describe the experience not related to the job position you are applying.

Experience

2001 to Present

ProAtlantico – Associação Jovenil, Lisboa, Portugal

Volunteer member and one of the founder

- *Support and assistance to foreign volunteers who are in project;*
- *support activities for volunteers;*
- *Participation in some conferences, particularly at international level related to theme, European Citizenship and Multicultural: “Training Course: Exploring European Citizenship - Fostering Youth Participation”, Durrës, Albania, April 2008.*

Additional Certified Doctor Skills

- *MS Windows - Good;*
- *MS Office (Excel, Word, PowerPoint, Outlook) - Good;*
- *MS Project - Good;*
- *MS Visio - Good;*
- *ERP – “Primavera” - Good;*
- *WorkFlow – OWNet*
- *Some knowledge of SAP*

Professional and Organizational skills

- *Project Management;*
- *Organizational Management – General, Financial and Human Resources;*
- *Preparation of various Investment Projects – Candidatures and Follow – Ups;*
- *Accounting, Auditing and Consulting (Management, Financial, Strategic and Processes) ;*
- *Analysis and Control*

Languages Skills

- *PORTUGUESE - Mother tongue;*
- *English – Very Good and High User (C1 Level – According with European Framework for Languages).*