



Sebastião Pedro

Main contacts

+244 924 693 503
sebastiaosacp@gmail.com

Social media

LinkedIn: @sebastiaosap

Address

New Life Urbanization | Street 50
Kilamba Xiayi | Luanda, Angola

Interests

- Financial market
- Administration
- Investment projects
- Finance and Accounting
- Controllership
- Furniture and real estate management
- Consultancy
- Risk analysis
- Financial management
- Administrative assistance
- Treasury
- Hotel management
- Personal secretary
- Banking and Insurance
- Public relations

PROFILE

Competent human capital, efficient in carrying out tasks, with a potential capable of embracing new challenges, an enormous sense of responsibility, commitment and assiduity. Gifted with creativity, planning, organization and management of priorities, ability to adapt, teamwork, discipline, proactivity and resilience. Seeking to maximize my capabilities and skills.

ACADEMIC EDUCATION

Degree in Economics (2^o Year)

Faculty of Economics of the Agostinho Neto University "FECUAN"
Oct. 2022 - the moment

Finance Technician

Medium Polytechnic Institute of Administration and Management
N.º 54 "António Jacinto" do Namibe - (IMPAGN)
Feb 2017 - May 2021

PROFESSIONAL EXPERIENCE

Trade Finance Consultant, Euro Exim Bank

Corporate Finance • Financial Services • Training and Development • Factoring

Partner, DONNAH SOFTWARE, Jul. 2023

Employee registration • Salary processing • Receipt simulation • Vacation booking • Absence booking • Issuance of maps • Technical support • Labor relations • Relationship management

Contributor, EKANDA TV, Sep. 2022

Text editor • Copywriter • Reporting • Social media manager • Communication

Accounting and Finance Intern, Tourism Promotion Institute, Feb. 2021 - Apr. 2021

Controllership • Accounts payable and receivable • Treasury management • Document analysis • Report production • Teamwork

TECHNICAL ABILITIES

- Accounting: Inventories, Balance Sheets, Trial Balances and Calculation of results
- Treasury management: Cash flow and Accounts payable and receivable
- Software: Primavera ERP, DONNAH RH and XD Invoicing
- Microsoft: Excel, Word, Power Point, Outlook, Teams and others
- Controllership: Planning and control, interpretation of reports, Evaluation and consultancy, Financial analysis

LANGUAGES

- Portuguese: Native
- English: Beginner