

# 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 - Zárte**

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)