

Ezequiel Rojas



Contact information



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engineer marconi 2359, San Isidro, Buenos Aires, Argentina



Work Experience

Technique/ART Operations

Marsh McLennan

08-01-2022 - Present

Billing report. Download of commissions from the different companies. Debt claim. Document delivery. Contact with clients and companies. Sending policies. Loading of operations in the inbroker system. Manual and automatic billing. Issuance and shipments of coverage certificates. Assembly of grids with a tour of markets. Presentation of costs. Communication between commercial and companies.

Administrative - Operations

Cinalli Insurance Broker

01-01-2019 - 07-31-2022

Documentation file. Contact with companies. -Contact with clients. Disaffection of policies. Invoice download. Sending billing. Salesforce.com Loading of operations in the inbroker system. Issuance of coverage certificates. Loading of operations in the system.

Expiration report. Issuance of certificates.

Warehouse manager

Urban Design

01-03-2017 - 01-05-2018

-Document management -Foreign trade, purchases and follow-up -Data management -Input and output of merchandise -Payment to suppliers -Assembly of wholesale orders -Assembly of retail orders -Stock control -Inventories -Constant use of EXcel - Distribution of merchandise in different branches -Bank procedures - Prepare daily and weekly production reports. - Upload information to the client's website according to its procedure. - Check merchandise and bill the orders to be delivered. - Coordinate the logistics of deliveries, schedules, freight. - Set up Product Completion Area Planning. - Coordinate, send and control merchandise and refer to external workshops. - Prepare purchase requirements for labels and/or other supplies for special sales

Telemarketing Operator

Cordial Financial Company

07-01-2015 - 03-01-2017

Administrative. -Check of situations in Bcra -Credit analysis through the crediware system -Entry of information into the system Constant use of excel -Phone calls for a large sum of money (personal loan) -Coordination with other branches

Employee

Coto Cicsa

07-01-2014 - 02-01-2015

-Cashier and warehouse. -Computer management -Money and card management -Cash closing -Customer service -Reception and ordering of merchandise - Replacement of merchandise -Stock control -Night inventories

Chef

Adelitas Mexican Grill

06-01-2012 - 05-01-2014

Chef. -Kitchen manager -Merchandise control -Responsible for large and small cash registers -Management of the Nucleo IT system for customer service -Service to suppliers -Customer reception -Telephone service -System - Order Now

Management accounting

Netri Studio

01-03-2013 - 01-09-2013

-Administrative -Customer information -Siap System -City Sales System -Billing -Entry of information into different systems



Studies

Bodybuilding and Bodybuilding Instructor

European Center for Physical Education

Other - Graduate

02-27-2023 - 07-19-2023, Argentina

Bachelor in Economics and Administration

Commercial S..

Secondary - Graduate

01-03-2007 - 01-12-2014, Argentina

Accounting Internship "Estudio Netri"

Netri Studio, San Isidro.

Other - Graduate

01-03-2013 - 01-09-2013, Argentina



References

No references



Job objective

Perform within the workplace, exceeding expectations, applying the knowledge acquired through my work experience, improving myself, learning day by day and generating links that allow teamwork, to achieve the company's objectives efficiently.



Knowledge and skills

Informática

- Office : Manejo Intermedio

Otros conocimientos

- Asistente Contable
- Curso de Ingles

Idiomas

- Inglés: Escrito Avanzado, Oral Avanzado