



Celina Cravo da Costa

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Summary of Qualifications

- 11 years of experience in accounting and finance
 - Account reconciliations and reclassifications
 - Validation of billing, accounts payable and receivable, payroll
 - Provision for Doubtful Accounts (PCLD)
 - Consolidation of accounting information
 - Preparation of management reports and analysis of expense and revenue variations
 - Audit support
 - Monthly, quarterly, and annual closings
 - Data integration validation between systems
 - Invoice entry
 - Experience with SAP and Oracle systems
 - Proficient in Word and Excel; knowledge of Power BI and SPED
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Education

- Postgraduate Degree in Human Resources Management – UNINOVE
 - Bachelor's Degree in Accounting – UNIESP
 - Bachelor's Degree in Pedagogy (incomplete) – Universidade Anhembi Morumbi
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Additional Courses

- Accounts Payable and Receivable – SENAC
 - The Importance of Human Resources – FGV
 - English – currently enrolled
 - Entrepreneurship and New Business Models
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Professional Experience

LPM Assessoria Contábil S/S LTDA

Accounting Analyst – January 2024 to Present

- Account reconciliations and entries
- Billing verification and receipt postings
- Data import from suppliers via spreadsheets
- ISS tax calculation

Notredame Intermédica S/A

Accounting Analyst – January 2014 to October 2022

- Bank reconciliation and payroll validation
- Billing and account group reclassification
- Integration validation and asset account reconciliation
- Revenue and expense variation analysis
- Preparation of audit reports and information consolidation
- Audit support and assistance to other departments

Accor Hotelaria do Brasil

Accounts Payable Assistant – January 2013 to September 2013

- Planning payments to suppliers and taxes
- Document validation for payment release
- Bank reconciliation and cash flow reporting

Makro Atacadista S/A

Administrative Assistant – March 2005 to January 2013

- Bank reconciliation and expense classification
 - Planning payments to suppliers
 - Invoice entry and document filing
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Events Attended

- How to Develop Your Talents
 - Career in People Management – Universidade Anhembi Morumbi
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Additional Information

- Non-smoker
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