

# CLAUDIA CAVALCANTI SCARDOVELLI PEREIRA

Mirassol, São Paulo, Brazil | +55 17 99205-1937 | cavalcanti.claudia@yahoo.com.br

## Profile

Proactive, dedicated, and result-oriented professional with strong adaptability and quick learning skills. Highly attentive to details, committed to teamwork, and capable of handling multiple tasks efficiently. Recognized for ethical conduct, honesty, and respectful interpersonal relationships. Seeking opportunities to contribute effectively to organizational growth and operational excellence.

## Work Experience

- **DP Assistant - ASK TRADING Import and Export Ltd. (Nov 2023 to Mar 2024)**
  - \* Managed complete hiring and termination processes, including document collection, medical exam scheduling, and onboarding/offboarding activities.
  - \* Registered employees and maintained HR data within ERP Netspeed and eSocial systems.
  - \* Administered employee benefits, updated payroll spreadsheets, and managed general HR support.
  - \* Ensured compliance with HR policies and assisted with internal communication processes.
- **Administrative Assistant - Riopresan Environmental Sanitation EIRELI (Jul 2022 to Mar 2023)**
  - \* Provided direct customer service via phone, email, and in-person communication.
  - \* Issued invoices, prepared service measurement reports, and handled documentation control.
  - \* Processed quotes for materials, PPE, and services, maintaining supplier relationships.
  - \* Scheduled employee exams and supported HR and finance departments with administrative reports.
  - \* Managed internal purchase orders, financial reports, and supported daily operational tasks.
- **Receptionist - Sendor - Anesthesiology and Pain Therapy Services Ltd. (Dec 2021 to Jul 2022)**
  - \* Managed front-desk operations, including scheduling, patient reception, and payment processing.
  - \* Issued invoices, processed insurance authorizations, and coordinated with medical staff.
  - \* Organized daily appointments, maintained schedules, and ensured a clean and professional reception area.
  - \* Supported internal communication between administrative and clinical teams.
- **Administrative Assistant - Mirassol Sanitation - Sanessol S/A (Jun 2017 to Jun 2018)**
  - \* Drafted and organized official correspondence and internal communications.
  - \* Supported procurement and contract departments with document management and process coordination.
  - \* Operated ERP systems (Protheus and Klassmatt) for data and workflow management.
  - \* Assisted in improving internal efficiency and maintaining administrative organization.

## **Education**

- \* Bachelor's Degree in Business Administration - Northern Paulista University Center (UNORP)
- \* Human Resources Technician - ETEC Mirassol

## **Skills**

- \* Excellent communication and interpersonal skills
- \* Strong ERP and document management knowledge
- \* Proficient in Microsoft Office Suite
- \* Report and correspondence writing
- \* File management (physical and digital)
- \* Team-oriented and proactive

## **Languages**

- \* Portuguese: Native
- \* English: Studying

## **Additional Information**

- \* Driving License: Category B
- \* Visa Status: In progress
- \* Marital Status: Married

## **Hobbies**

Work, study, go to church, interact and talk with friends, go to the movies and read.