

JOSE LEONARDO FIGUEIREDO SILVA

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PROFESSIONAL SUMMARY

Administrative and financial professional with solid experience in microcredit and banking operations, working with institutions linked to Banco do Nordeste do Brazil. Strong background in customer service, administrative routines, compliance, and operational risk management.

PROFESSIONAL EXPERIENCE

Business Assistant – Microcredit (CrediAmigo)

Banco do Nordeste do Brazil

Current – 3 years and 2 months

- Administrative and operational support for microcredit services and banking activities
- Customer service, financial documentation, and compliance support

Administrative Assistant – Microcredit

Banco do Nordeste do Brazil

5 years and 2 months

- Administrative routines, reporting, and internal process support
- Customer service and financial operations assistance

EDUCATION

Postgraduate Degree in Financial and Investment Management – UNILEÃO, Brazil

Bachelor's Degree in Business Administration – UNOPAR / Anhanguera, Brazil

CERTIFICATION

CPA-20 Certification – ANBIMA (Brazilian Financial and Capital Markets Association)