

# TAINARA DOS SANTOS

Date of Birth: February 11, 1995 (31 years old) | Marital Status: Married

Location: Itoupavazinha – Blumenau, SC, Brazil | Driver's License: Categories A and B

## EDUCATION

### **Degree in Business Management – Uniasselvi**

Completed

## PROFESSIONAL EXPERIENCE

### **Construtora Marini – Financial Assistant**

December 2023 – March 2026

- Managed accounts payable and accounts receivable
- Bank reconciliation
- Collections
- Customer information and credit analysis
- Contract preparation
- Sending documents to the accounting department
- Financial transactions and records verification
- Administrative support

### **Colégio Bom Jesus – Administrative Assistant**

July 2023 – December 2023

- Assisted parents and students
- Student enrollment and re-enrollment
- Contract and invoice processing
- Administrative support

### **AS Comércio – Administrative Assistant**

January 2023 – May 2023

- Issuing invoices
- Issuing payment slips
- Cash flow control
- General administrative tasks

## COURSES

- Sales Training – Senac
- Microsoft Office – Microbyte
- Graphic Production Training – Senai