

MARIANELA ROSAS FERNANDEZ

AV. LA SALLE ESQ. CALLE LUGONES, CONDOMINIO EQUIPETROL I, PB
OFICINA 1, SANTA CRUZ - BOLIVIA
TELÉFONO +591 3 3334433
E-MAIL: mrosas@bda-lawfirm.com

EDUCATION

- | | |
|---|------------------------------------|
| Gabriel René Moreno Autonomous University
Degree in Financial Engineering | Santa Cruz, Bolivia
2018 |
| Higher Technical Institute Santa Cruz
Higher Technical Institute Santa Cruz | Santa Cruz, Bolivia
2016 |

PROFESSIONAL EXPERIENCE

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| Becerra de la Roca Donoso & Asociados
Executive assistant | Santa Cruz, Bolivia
August 2022 – Current |
| <ul style="list-style-type: none">In charge of administrative and accounting management of the Santa Cruz Office, services and firms clients management. | |
| Bpo Center | Santa Cruz, Bolivia
September 2019 |
| <ul style="list-style-type: none">Cahier. Manage ticket sales at the Expocruz Fair. | |
| Amc accounting consultant
Accounting Assistant | Santa Cruz - Bolivia
2016 - 2018 |
| <ul style="list-style-type: none">In charge of receiving documents and cash, in charge of entering invoices into the accounting system, generating the monthly report for sending the forms and sending them through the National Tax portal. Management of procedures in general such as: National Taxes, AFPs, Ministry of Labor, Fundempresa, Municipal Mayor's Office (Patents), Sipep, Rupe, Sigma. | |
| Fassil Financial Fund
Cashier | Santa Cruz - Bolivia
2012 - 2014 |
| <ul style="list-style-type: none">Cash Opening, Preparation of bank operational transactions, Cash Closing.In charge of orders of the material of the Hipermaxi Pirai External Agency. | |
| Drugstore Luz de San Antonio
Pharmacy and Assistant and Cashier | Santa Cruz - Bolivia
2011 |
| <ul style="list-style-type: none">In charge of the Reception of Medications, preparation of inventories and cash management. | |

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RELEVANT COURSES AND SEMINARS

- Determination, penalty and tax challenge processes (June 2022)
- Preparation of Financial Statements and completion of the SIAT application (May 2022)
- Preparation of Financial Statements, National Taxes, filling out SIAT and Facebook Marketing – EICAP (April 2020)
- Legal System, Filling out the tax form, salaries, roe and settlement. (April 2020)
- Labor Regulations and payroll and contributions (April 2018)
- Educational and Business Technologies in Cloud Computing (March 2016)
- Professional service marketing (May 2016)

IDIOMAS

Spanish

Basic English