Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	**Roberto Azevedo Monteiro**
Address	Street of Gomes Amorim, Ed. Serra - 3º Esq., nº 1164 P-4490-641 Póvoa de Varzim (Portugal)
Telephone(s)	+351252617007 Mobile | +351912459386 / +351968971931
E-mail(s)	rob.monteiro@sapo.pt
Nationality	Portuguese
Date of birth	17 May 1979
Gender	Male

Desired employment / Occupational field	**Accountant, Bank Technician, Insurances Technician, Public Administration, Local Administration, General Taxes and Contributions, Manager, Auditor, Consultant.**

Work experience

Dates	03 September 2007 - 15 May 2008
Occupation or position held	Accountant office assistant.
Main activities and responsibilities	Assistantships in account information: registry, documents' classification, bank conciliations,... Administrative functions.
Name and address of employer	ACCOUNTING - Gabinete de Contabilidade
Type of business or sector	Account Office

Dates	16/05/2008 - 25/06/2008
Occupation or position held	Account Technician; Professional Internship
Main activities and responsibilities	Performance of accountancy functions and tasks: archive, classification and launching of documents for account treatment; temporary balance sheet analysis, financial demonstrations analysis,…; Administrative functions; General Office functions.
Name and address of employer	ACCOUNTING - Gabinete de Contabilidade; Rua Ramalho Ortigão, nº 104, Loja 14, 4490-678 Póvoa de Varzim
Type of business or sector	Account Office

Dates	14/11/2008 - 19/12/2008
Occupation or position held	Production and operations department manager in communications (Vocational Training)
Main activities and responsibilities	Information, realization and edition of radio programs
Name and address of employer	DIRENOR – Comunicação, Estudos, Consultadoria e Divulgação Regional , Braga (Portugal)
Type of business or sector	Arts, Entertainment And Recreation

Dates	05/01/2009 - 28/01/2009
Occupation or position held	Production and operations department manager in communications (Professional Internship)
Main activities and responsibilities	Information, realization and edition of radio programs; scripts editing for radio programs;...
Name and address of employer	DIRENOR – Comunicação, Estudos, Consultadoria e Divulgação Regional

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, Braga (Portugal)

Type of business or sector: Arts, Entertainment And Recreation

Education and training

Dates: 09/1990 - 09/1999

Title of qualification awarded: Ensino Secundário Tecnológico - Área Administração

Principal subjects / occupational skills covered: General/Technical Domain: Administration; Account;...

Name and type of organisation providing education and training: Instituto Nun'Álvares (Instituto Nun'Álvares)

Level in national or international classification: 12º Grade

Dates: 28/10/1999 - 22/11/2007

Title of qualification awarded: Licenciatura in Account & Administration

Principal subjects / occupational skills covered: General Domain: Business English, Commercial and Labour Law, Tax Law, , Financial Maths, Economy (Macro and Micro),...

Professional Domain: Financial Account, Cost Account, Financial Management, Strategical Management, Bank Account, Insurance Account,...

Name and type of organisation providing education and training: Escola Superior de Estudos Industriais e de Gestão - Polytechnic Institute of Porto. (Escola Superior de Estudos Industriais e de Gestão - Polytechnic Institute of Porto.)

Level in national or international classification: ISCED 5

Personal skills and competences

Mother tongue(s): **Portuguese**

Other language(s)

Self-assessment

	Understanding				Speaking				Writing	
European level (*)	Listening		Reading		Spoken interaction		Spoken production			
English	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user

(*) Common European Framework of Reference (CEF) level

Social skills and competences: Responsible, accurate, sociable, honesty,...

Organisational skills and competences: Competence in Enterprise Team Building/Project - 3º Grade in University.

Technical skills and competences: Creating and performing an Enterprise Project in Team Building during Academic Formation - Enterprise Team Building/Project - 3º Grade in University.

Computer skills and competences: Software Office (Word, Excel, Powerpoint,...)

Account Software - SAP Business One, SAGE Infologia, PHC, SIEBEL (basic notions), Filosoft,...

Driving licence(s)

Annexes

Diploma and Certificate of the Licenciatura in Accountancy and Administration.

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