



# MANUELA RIBEIRA

## PROFILE

In search of a new opportunity, a new challenge, a change of direction where I can feel fulfilled.

## CONTACT

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## OTHER DATA

ADDRESS:  
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Brownstown Lower  
Curragh  
Co. Kildare  
R56 A336

DATE OF BIRTH:  
15/08/1972

## ACADEMIC TRAINING

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Centros Talento  
October 2021 – June 2022  
**Veterinary Medicine Assistant**

ESEIG – Póvoa de Varzim  
September 1991 - June 1997  
**Accounting and Management – bachelor's degree**

## IRELAND

## PROFESSIONAL EXPERIENCE

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**Dunnes Stores - Naas**  
**Sales Assistant - Fishmonger**

24<sup>th</sup> August 2024 – (until date)

- Setting up a fish counter
- Selling fish
- Cutting and preparing fish for customers

**Choice Retail Naas Ltd – Newhall Retail Park**  
**Sales Assistant**

9<sup>th</sup> May 2024 – 23<sup>th</sup> August 2024

- Store support and replenishment
- Cashier

## OTHER TRAINING COURSES

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Manual Handling Training – 17<sup>th</sup> May 2024

## PERSONAL SKILLS

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- Initiative-taking
- Punctual
- Effective communication skills
- Good decision-making ability
- Good teamwork ability
- Resistant to stressful situations

## TECHNICAL SKILLS

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- Good computer knowledge, namely with Windows and Unix systems, and ease of learning recent programs and computer systems.
- Knowledge of Primavera software
- Knowledge of Office and Windows.
- Knowledge of PHCAAdvanced at the user/administrator level.
- Basic knowledge of site administration

## LANGUAGES

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### PORTUGUESE

Listening and writing comprehension - excellent  
Oral and written expression – excellent

### ENGLISH

Listening and writing comprehension - excellent  
Oral and written expression – excellent

### SPANISH

Listening and writing comprehension - good  
Oral and written expression – satisfactory

### FRENCH

Listening and writing comprehension - satisfactory  
Oral and written expression – satisfactory

## OTHER INFORMATION

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- Level B driving licence.
- Volunteer at Open House Porto 2022 and 2023



## PORTUGAL

## PROFESSIONAL EXPERIENCE

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### **Eurobaron – Comércio de Produtos para Animais de Estimação.Lda – Leça do Balio Administrative Assistant**

August 2023 – April 2024

- Billing
- Charges to customers
- Customer orders
- Supplier orders
- Management assistance

**Hospital Veterinário da Maia – Águas Santas**  
**Veterinary Medicine Assistant Intern**

August 2022

- Disinfection and cleaning of animal surfaces and cages
- Storage and organization of materials and medicines
- Animal containment
- Preparation of catheter adhesives
- Conducting biochemical analyses
- Fluid therapy

**Fastline, Lda – Outsource**

January 2020 – July 2022 and September 2022 - May 2023

Provision of services at Europcar, namely:

- Delivery and reception of vehicles to customers
- Delivery and collection of cars in companies, hotels, and workshops
- Supply of vehicles and support to parks
- Car transfers between stations, in the city itself, to other locations in Portugal and to Spain.

**Logiface, Lda- Outsource**

June 2018 – December 2019

Provision of services in multiple rent-a-car companies, namely:

- Delivery and reception of vehicles to customers
- Delivery and collection of cars in companies, hotels, and workshops
- Supply of vehicles and support to parks
- Car transfers between stations, in the city itself, to other locations in Portugal and to Spain.

**Frontal and Lar de Sonho – Real estate**

June 2016 – August 2017

Real Estate Agent:

- Raising new properties
- Customer service buyers

**ERA, Frontal and Fracção Exacta – Real estate**

June 2011 – May 2013

Real Estate Agent:

- Raising new properties
- Customer service buyers

**Diodo, Lda – Accountant**

January 1998 – June 2011

- Accounting
- Charges to customers and payments to suppliers
- Billing
- Stock movements.
- Payroll processing
- Management assistance

### **Diodo, Lda – Administrative**

November 1995 – December 1997

- Charges to customers and payments to suppliers
- Billing
- Stock movements.

### **Acefe, Lda – Accounting Assistant**

October 1994 – June 2001

- Preparation and posting of accounting documents.
- Payroll processing
- Assistance in closing accounts

### **Hipermercado Jumbo – Cashier**

July 1992 – December 1994

- Cash Operation
- Aid to Inventories

### **OTHER INFORMATION**

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- Volunteer at Associação Midas -2022
  - Level B driving licence.
  - Commercial Department Eseg Students Association - 1993/1994
  - Multiple gastronomy workshops, namely in Parque Nascente with chef Manuel Ferreira - 2009 and 2010
  - Conference of Vincentian Youth of São Martinho de Aldoar - 1989 and 1993
  - Volunteer at Open House Porto 2022 and 2023
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