

ALBERTO PEINADO GARRIDO

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Skilled professional with immediate and complete availability, with more than twenty years of experience developing commercial and management tasks, mainly in financial and banking markets, managing his own client portfolio in commercial and investment banking lately at retail company where I have been able to develop my skills in Asset Management, Business, E-Commerce, Financial Risk, Leadership, Negotiation, New Business Development, Social Networking, Organization, Quality, Management, Quality Auditing, Trading, Strategic Planning, Customer Service, Accounting, Coordination and Administrative Assistants.

PROFESSIONAL EXPERIENCE

September 2017 – Present (Miami, FL) **Personal Gofer**

Business Developer

- Developing recommendations for strategy, customer relations and operations management
- Negotiating and delegating work to sustainable network of local contractors
- Developing and expanding the client portfolio and reinforcing relationships
- Creation, discussion and development of estimates for clients
- Meeting customer expectations
- Providing smooth and efficient customer service

March 2017 – August 2017 (Miami, FL) **Brenda Zaro Corp.**

Operations Manager

- Reviewing financial statements, sales and activity reports, and other performance data to measure productivity or goal achievement to identify areas needing cost reduction or program improvement
- Monitoring suppliers to ensure that they efficiently and effectively provide needed goods within budgetary limits
- Directing and coordinating financial or budget activities to increase efficiency
- Managing the movement of goods into and out of production facilities to ensure efficiency, effectiveness and sustainability of operations
- Managing day-to-day operating activities

Sep. 2015 - March 2017 (Miami, FL) **Ameriworld Enterprises, Inc**

Accounting Executive

- Received and applied our client companies payments (transfers, checks, and credit cards)
- Registered invoices and sales commissions in SAP for further payment to suppliers and vendors.
- Recorded bank charges for our customers
- Prepared bank deposits
- Bank reconciliations
- Collections.

Aug. 2015 - March 2017 (Miami, FL) **Ameriworld Enterprises, Inc.**

Business Developer

- Identify potential clients and the decision makers within the client organization.
- Made cold calls and participate in international trade shows to seize the commercial opportunities presented
- Researched and building of relationship with potential new clients.
- Set up meetings between client decision makers and general manager of AmeriWorld.
- Worked with Director International Business Development in developing strategies to improve sales.
- Provided support and advice to our customers to increase their sales.
- Optimized processes for the cost savings of our customers.

Feb. 2008 - Aug. 2013 (Madrid, Spain) **Barclays Bank S.A.U**

Personal Banking Advisor

Client acquisition, management and customer loyalty of the client portfolio. Wealth management, financial and fiscal advice of assets and liability products and services. Sole responsible of the assets transactions of the office, besides of other everyday tasks of a banking agency (intervention, cash register and security)

Achievements:

- Overall fulfillment of the biyearly commercial objectives, both branch and management level (increase of the gross income, net acquisition of clients and increase of asset and liability balances)
- Augmentation of my client portfolio in turnover and in number of clients. This increased the overall profitability and linkage of clients.

Nov. 2006 - Oct. 2007 (Madrid, Spain)

BBVA

Account Manager

Commercial retail and business banking tasks. Client incident management and sale of the branch products (assets, liabilities and services). Cash register tasks and intervention operations.

Achievements:

- Increase of client volume of the branch.
- Achievement of the individual objectives set by commercial management.

Oct. 2006- Nov. 2006 (Madrid, Spain)

Banco Santander

Account Manager

Promotion and management of credit cards of the Santander Bank and day-to-day customer service tasks of the bank's branch.

Achievements:

- Fulfillment and attainment of the sales objectives fixed by the Company

Sep. 2003- Aug. 2006 (Madrid, Spain)

Transcom Worldwide Spain – Tele2

Business Consultant

Cold calling regarding TELE2 products (fixed line and internet) and cross selling (incoming calls). In addition to the administrative chores (back-office) and management and coordination of the operators (Team Leader).

Oct. 2001- Jun. 2002 (Madrid, Spain)

Banco Mapfre

Phone Operator

Archive responsibilities, update of the data base, annulment of loans (mortgage, automobile and consumer goods), depreciation, ownership reserve on Leasing, etc.

Jan. 1998- May 2001 (Madrid, Spain)

Bolsanet

Administrative Assistant

Administrative tasks (certificates, customer management, etc.), customer service (Help-Desk, problem solving, etc.), billing (monthly charge, returns, management, etc.) and personnel (payroll management, candidate scheduling, selection process, etc.)

EDUCATION

- BACHELOR DEGREE IN POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

Complutense University of Madrid - Major in Public Service

- BACHELOR DEGREE IN WORK SCIENCES - Human Resources Management / Personnel Administration

Complutense University of Madrid

- "Stock Exchange and Financial Markets" by the Madrid Stock Exchange and the Complutense University of Madrid.

- "Financial Markets" by Yale University

- "Bonds & stocks" by University of Michigan

APPLIED PROFESSIONAL TRAINING

"Formative Course in Retail Banking - EFA Preparation" *Level 1 and 2. BBVA.*

"Assessment and diagnostic of risk operations" *conducted by BBVA.*

"Banking Insurance" *conducted by Barclays Bank.*

"Collective Investment Institutions and its taxation" *Barclays Bank.*

"SAP" *Ameriworld Enterprises, Inc.*

LANGUAGES

English: TOEIC scored AA June 2015;

Spanish: Native speaker

IT

Microsoft Office Package, Quick learner to new banking software applications and telemarketing software applications. Acquired the skills from my previous employments at BBVA, Banco Santander, Barclays Bank, Bankia, Iberphone and Transcom Worldwide.

SAP

Peachtree

Voluntary work and Hobbies

Civil rights and social action, economic empowerment, education, environment, human rights, policy, poverty alleviation, science and technology, social services, sports and travelling.