



# ABRAHAM MEDA

*Business Administrator*

## ABOUT ME

I am a person full of enthusiasm, joy and I have great pleasure of living. I characterize myself as a visionary, persevering, enterprising and a person full of values-minded. Work with excellence is one of my passions. I was born in Guatemala city on February 8, 1991. My native language is Spanish but I also speak English.

## ACHIEVEMENTS

### NEAT COMPANY

Through assertive management, achieve an exceptional customer service, as well as achieve the growth of a 60 percent in sales of the company over the previous year

### UNITY PROMOTORES CORREDORES DE SEGUROS

Achieve the 95% renovation of portfolio. Reaching always an average of more than 90% in customer service.

### KIMBERLY CLARK LIMITADA

Expense reduction of the KPIs allocated, in an average of 15% with respect to the previous year, not only achieving the savings but to improve the process continuously, as well as achieving their formalization. through a manual

### RAFAEL LANDIVAR UNIVERSITY

Awards of excellence, for academic performance in three continuously years from 2,011 to 2013

### CSS COMPUTER SCIENCE SCHOOL

Gold plated medal reward, due to obtaining the first place in the administration career. at corporate level

## EDUCATION

### 2015-2018 UNIVERSITY OF SAN CARLOS OF GUATEMALA

*Master in Finance*

### 2010-2014 RAFAEL LANDÍVAR UNIVERSITY

*Degree in Business Administration*

### 2007-2009 COMPUTER SCIENCE SCHOOL

*Associates of Business Administration*

## MAIN COMPETENCIES

- Passion in customer experience management
- Effective communication skills and capable to maintain good interpersonal relationships
- Knowledge in Business Administration, Marketing and Strategic Management in diverse markets and sizes of organizations
- Positive attitude, pleasure for learning.
- Skills for commercialize, positioning and sale products or services.
- Leadership, proactivity, versatility
- Negotiation and direction skills
- Experience managing damage insurance, from insurance company and broker perspective
- Capacity for financial and numerical analysis including statistics
- Strategic thinking
- Knowledge in financial management
- Presentation Skills
- Problem Solving and Teamwork skills

## PROFESSIONAL WORK EXPERIENCE

- 2017-2018 NEAT COMPANY**  
Position: Owner&CEO  
Telephone: 5694-3379  
gerencia@neat.gt  
www.neat.gt
- 2015-2017 UNITY PROMOTORES CORREDORES DE SEGUROS**  
Position: Corporate Excecutive  
Immediate Leader:Engineer Rodrigo Vila  
Telephone: 2386-3700 ext.3744
- 2014-2015 KIMBERLY CLARK**  
Position: Billing Clerk&Supply Chain  
Immediate Leader: Engineer Gabriela Umaña  
Telephone: 2412-3700 ext.3744
- 2011-2013 SEGUROS G&T S.A.**  
Position: Portfolior Manager, Senior  
Immediate Leader: Jorge Leonel Estrada  
Telephone: 24159494 ext. 5311
- 2010-2011 SEGUROS G&T S.A.**  
Position: Portfolio Manager, Junior  
Immediate Leader: Lubia Itzol  
Telephone: 24159494 ext. 4982
- 2009 NATIONAL ELECTRIFICATION INSTITUTE**  
Position: Asset control  
assistant,Trainee  
Immediate Leader: Irving López  
Telephone: 24221800/24222123

## OTHER KNOWLEDGE

- 2015 UNITY PROMOTORES**  
*Training courses on different types of insurances, credential CS-11-71-0*
- 2014 CIAV**  
*Diploma in English, total communication*
- 2013 INTECAP**  
*Financial management course*
- 2013 INTECAP**  
*Advanced Excel Course*
- 2010 YOUTH ENTREPRENEURS BY URL**  
*Entrepreneurship project*

## REFERENCES

### NEAT COMPANY

Qualifications of our customer service,could be checked in our page -five stars-

### UNITY PROMOTORES

Luis Flores CEO  
Telephone:5204-1839

### OTHER LABOR OPPORTUNITIES

You may request references without any problem; the information of communication is in each description under the work experience.

### BA. HÉCTOR JOSUE TUMAX

Telephone: 5692-8499  
htumix@yahoo.com

### BA. ANA GOSMANN

Telephone: 5518 2794