

Giulia Vellenich  
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#### **PROFESSIONAL EXPERIENCE:**

Five years of professional experience in administrative and foreign trade areas. Planning, drafting, and managing commercial contracts, customer acquisition and service, supplier contact, placing purchase orders, monitoring and providing instructions in import processes, cost reduction in imports. Knowledge and experience in fiscal classification (NCM), Incoterms, tax benefits, Ex-tariffs, projects for productive and unproductive items, assistance in monitoring with the Federal Revenue Service. OAS project support, tax refund processes from the importation process with the Federal Revenue Service. Handling/response to notifications from the Federal Revenue on the E-CAC Portal. Preparation of reports and KPIs.

#### **PROFESSIONAL HISTORY:**

##### **4Worlds**

##### **(International Business and Logistics Intelligence). From January 2023 to June 2023**

Responsible for performing services necessary for a door-to-door import or export operation, such as customs clearance, collection at the origin, international transportation, among other services, fully focused on the needs of the client organization.

Additionally, conducting international negotiations capable of opening export markets, planning import or export operations, using the Special Customs Regime of Drawback, analysis and expense reduction, cargo storage, development of international suppliers.

##### **LG Electronics Brazil**

##### **(Korean multinational in the electronic sector). From March 2020 to October 2021**

Foreign Trade Intern

Responsible for registering and analyzing fiscal classification and technical description of productive products and unproductive items in the system after validation with the responsible engineer. Checking DI rectification extracts and preparing documentation for refund requests (II, IPI, PIS, COFINS, and ICMS) in conjunction with the Brazilian Federal Revenue and Finance Department/SP, when identifying undue payment without any fiscal benefit or incorrect application of Ex-tariff. Checking weekly purchase forecast requests for the correct application of fiscal classification of three company plants. Responsible for receiving and forwarding, with internal approval, department supplier invoices to the controller.

Responsible for custody, preservation, and administration of the foreign trade file in accordance with Brazilian legislation. Support for Ex-tariff projects with IMPEX and engineering department for productive and non-tariff projects, with productive items being Consumer Goods (BK) and Information Technology and Telecommunications Goods (BIT), obtaining the Ex-tariff benefit. Handling department demands on the Federal Revenue E-CAC Portal, receiving notifications, process monitoring, responding to summons. Support in managing the Federal Revenue OAS project, monitoring and renewing the project with the Federal Revenue, identifying process improvement points in importation, adapting to the project. Obtaining export documents according to customer final requirement.

##### **Elevadores Villarta Ltda**

##### **(Largest Brazilian national company in the elevator industry). From April 2018 to March 2021**

Administrative Assistant

Responsible for preparing commercial proposals and contracts and for all sales follow-up with the seller until the equipment purchase is finalized. Responsible for implementing the Ploomes sales software in the company and, after implementation, for all CRM management with the department and salespeople.

Management of administrative and financial reports, supplier contact, quotation preparation, and price formulation monitoring for sales. Administrative Intern Responsible for the Follow Up of all company clients and attracting new clients. Development of commercial proposals, completion of sales reports, monitoring administrative routines of sales activities. Assistance in technical visits for report preparation,

management of administrative and financial reports.

**EDUCATION**

Bachelor's Degree in Foreign Trade – Unitau, Brazil – Completed 2021

**CERTIFICATION**

Supply Chain – AB Tech, United States – Completed 2024

**LANGUAGES:**

Native Language: Portuguese

General English and Business – Advanced level English – Englishhour, Ireland – December 2021 – January 2023

Instant Italian – Beginner level Italian – AB Tech, United States – January 2024 – In Progress

**COMPUTER SKILLS:**

Good knowledge: Word, Windows, PowerPoint, and Excel-SENAI.

**ADDITIONAL INFORMATION:**

Knowledge of special import and export regimes, temporary admission, triangular operation, Incoterms, Siscomex. Advanced Office Suite. ERP's – SAP and Oracle.