

Europass Curriculum Vitae



Personal information

Surname(s) / First name(s) Bastos, Mafalda Sofia Gonçalves
Address(es) Porto - Portugal
Telephone(s)
E-mail mafalda.bastos@gestaodefraude.eu
Nationality Portuguese
Date of birth 21.05.1977
Gender Female

Work experience

Dates Occupation or position held Main activities and responsibilities	From November 2007 to the present Superior Technique Technical support to Regional Department of Prospective and Planning concerning the Action Programs 2007-2010 Pact Regional Competitiveness of Northern Portugal, with particular regard to: - Appreciation the merits of the applications of regional systems of incentives for business investment, the QREN with incidence in the North of Portugal; - Program Investment and Development Expenditure of the Central Administration (PIDDAC) as part of the Government Budget; - Administrative Council (CCI), as a body that promotes the technical coordination of the implementation of the policies of central government within the region; - Collaborative Platform "Norte em Rede"; - Technical support in preparation of documents for the Management of CCDR-N; - Initiative "Prémios Novo Norte"; - Technical support in the validation of Accounts Management of Municipalities of the Northern Region in accordance with the Official Chart of Accounts of Local Authorities (POCAL).
Name and address of employer Type of business or sector	Comissão de Coordenação e Desenvolvimento Regional do Norte (CCDR-N) Rua Rainha D. Estefânia, nº 251 4150-304 Porto (Portugal) Public Sector - Government
Dates Occupation or position held Main activities and responsibilities Name and address of employer	From September 2007 to February 2009 PFA – Personal Financial Advisor Financial Consulting Banco Best Ed. Tranquilidade, R. D. Manuel II, nº 296 – 10º andar 4050-344 Porto (Portugal)
Type of business or sector	Finance

Dates	From September 2006 to September 2007
Occupation or position held	Financial Department
Main activities and responsibilities	Development and analysis of economic ratios; Quality Certification; Implementation of tables of calculus management support; Contact with suppliers.
Name and address of employer	José M. Pacheco Bastos Ltd ^a . Rua de S. Gonçalo, 203 – 4º Frente 9500-343 Ponta Delgada (Portugal)
Type of business or sector	Warehouse for materials in the installation of water and sewage lines; Distributor and/or representative agent of the best national and international brands in the field; Construction; Placement, installation and montage of equipment and fluid systems.
Dates	From March 2006 to July 2006
Occupation or position held	Internship at Infineon Technologies AG in ESAS (European Shared Accounting Services)
Main activities and responsibilities	Booking and monitoring General Ledger Department postings; Closing procedures; Support senior colleagues in their more complex activities.
Name and address of employer	Infineon Technologies AG Sucursal em Portugal Avenida 1º de Maio, 801 4485-629 Vila do Conde (Portugal)
Type of business or sector	Production of semiconductors
Dates	From September 1995 to December 2005
Occupation or position held	Worked in various capacities
Main activities and responsibilities	Quality Certification; Budget development; Accounts payable; Implementation of tables of calculation for management support in bidding process; Direct contact with customers.
Name and address of employer	José M. Pacheco Bastos, Ltd ^a . Rua de S. Gonçalo, 203 – 4º Frente 9500-343 Ponta Delgada (Portugal) Boutique Pão Quente, S. Miguel Lda. Rua João Melo Abreu, 7 a 11 9500 Ponta Delgada (Portugal)
Type of business or sector	Warehouse for materials in the installation of water and sewage lines; Distributor and/or representative agent of the best national and international brands in the field; Construction; Placement, installation and montage of equipment and fluid systems. Restaurant management

Education and training

Dates	From March 2008 to October 2009
Title of qualification awarded	Post - Graduation in Fraud Management
Principal subjects/occupational skills covered	Ciberfraude and Cybercrime; Complements of Economics and Management; Deviant Behavior and Fraud; Fraud and Principles of Fraud Examination; Introduction to Criminology; Legislation, Fraud and Crime; Audit and Fraud; Detection and Fraud Prevention Information Technology; Fraud and Forensic Sciences; Financial Investigations; Analytical Methods in Fraud Management; Interview Techniques and Fraud; Laundering; Code of Ethics and Fraud; Fraud in Financial Institutions; Plan Detection and Prevention of Fraud; Advanced Techniques for Fraud Detection; ACFE Certification; Seminars.
Name and type of organisation providing education and training	University of Porto Business School Rua Dr. Roberto Frias s/n 4200-464 Porto (Portugal)
Level in national or international classification	National Classification of 17/20
Dates	From January 2007 to July 2007
Title of qualification awarded	Post - Graduation in Finance
Principal subjects/occupational skills covered	Management Finance; Statistical Methods; Finance Modeling; Analysis and Projects Evaluation; Structure of Capitals; Futures and Options; Short Term Financial Management; Auditing and Financial Information; Management Control and Corporate Performance; Management of Risks; Fusing, Acquisitions and Enterprise Reorganization.
Name and type of organisation providing education and training	EGE – Escola de Gestão Empresarial (Atlantic Business School) Av. Dr. António Macedo - Edifício de Serviços da AEP 4450-617 Leça da Palmeira (Portugal)
Level in national or international classification	National Classification of 15/20
Dates	From September 1995
Title of qualification awarded	Degree in Economics
Principal subjects/occupational skills covered	General domain in Economics Having done as optional subjects: Urban Economy and Labor Law.
Name and type of organisation providing education and training	Faculdade de Economia da Universidade do Porto Rua Dr. Roberto Frias s/n 4200-464 Porto (Portugal)
Level in national or international classification	

Personal skills and competences

Mother tongue(s) **Portuguese**

Other language(s)

Self-assessment

European level ()*

English

Spanish

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C1	Proficient user	C1	Proficient user	C1	Proficient user	B1	Independent user	A1	Basic user
A2	Basic user	A2	Basic user	A1	Basic user	A1	Basic user	A1	Basic user

() Common European Framework of Reference for Languages*

Social skills and competences

Good working skills under pressure;
 Good team worker;
 Great communications skills;
 Good ability to adapt to multicultural environments.

Organisational skills and competences

Strong organizational skills;
 Strong team management skills;
 Leadership.

Technical skills and competences

- Certified Fraud Examiner (CFE), by Association of Certified Fraud Examiners (ACFE)
- Effective member of the Centre for Economics and Management Fraud (OBEGEF)

Computer skills and competences

Extensive computer knowledge as a user of: Windows, Word, Excel, PowerPoint, Internet, Outlook, PHC-32, E-views, SAP, SGOQREN, SIPIDDAC and SIPOCAL.

Artistic skills and competences

Coordinator of Youth and Adolescent Groups, developing various activities such as organizing events, parties and field trips and promoting live debates on different subjects.

Other skills and competences

Dealing with other cultures, having visited the United States of America, Canada and many other European Countries. I enjoy participating in sports such as: Karate, Hockey on Rollerblades, Equestrianism, Mountain Climbing, Ski and Snowboarding.

Driving licence

Category B

Additional information

General Advanced English Course - Mastery in Wall Street Institute.

Completed course in "Development of a Business Plan" at Verlag Dashofer and also in "Methodologies of Auditing ISO 9001:2001 according to ISO 19011" through the Chamber of Commerce and Industry of Ponta Delgada.