



PERSONAL DETAILS

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PROFESSIONAL PROFILE, COMPETENCES AND OBJECTIVE

CFGS (Advanced Vocational Diploma) in Administration and Finance with 8 years experience as an administrative assistant in the commercial, hospitality and tourism sectors. With a clear **customer focus and the ability to plan and organise, lead and manage people**, I am looking for the opportunity to develop myself professionally in the Administration Department of a company in the tourism sector.

TRAINING

2005 - 2007
CFGS (Advanced Vocational Diploma) in Administration and Finance Vocational College BCN

2004 - 2005
CFGS (Intermediate Vocational Diploma) in Administrative Management Vocational College BCN

PROFESSIONAL EXPERIENCE

2012 - 2015
Administrative Technician Viatges Barcelona

2008 - 2010
Administrative Assistant Grup Barcelona Restaurants

2007 - 2008
Administrative Assistant Electrodomèstics Barcelona

LANGUAGES

Catalan	Mother tongue
Spanish	Mother tongue
English	First Certificate

COMPUTER SKILLS

ACTIC	Level 2
SAP - FI	Professional use
CRM Dynamics	Basic

OTHER INFORMATION

Driving Licence Category B
Available to travel