



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.

PERSONAL DETAILS

Toni Roig i Xuclà
Barcelona, 08005
655 55 55 55
tonirx@barcelona.cat

PROFESSIONAL EXPERIENCE: ADMINISTRATION AND MANAGEMENT

Administrative Technician

- Treasury documentation management
- Preparation of documents and reports regarding the commercial operation
- Employment documentation management for the workforce
- Supervision of administrative teams

Companies: Viatges Barcelona 2012-2015

Administrative Assistant

- Telephone assistance and visitor reception
- Payroll management
- Management of information on a database
- Telephone monitoring of the After-Sales department

Companies: Grup Barcelona Restaurants 2008-2010
Electrodomèstics Barcelona 2007-2008

TRAINING

2005 - 2007

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

2004 - 2005

CFGM (Intermediate Vocational Diploma) in Administrative Management Vocational College BCN

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