



## 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

### Tourism and Hospitality Sector

- Management of Treasury Documentation
- Preparation of documents and reports relating to the commercial operation
- Management of employment documentation for the workforce
- Payroll management

<i>Companies:</i> 2012 - 2015	Administrative Technician	Viatges Barcelona
2010 - 2008	Administrative Assistant	Grup Barcelona Restaurants

### Retail Sector

- Preparation of documents and reports relating to the commercial operation
- Supervision of administrative teams
- Telephone assistance and reception of visitors
- Telephone monitoring of the After-Sales department

<i>Companies:</i> 2007 - 2008	Administrative Assistant	Electrodomèstics Barcelona
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## TRAINING

### 2005 - 2007

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

### 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