



31/01/2004

Contact



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Barcelona

More information

- Availability on weekends.

- Full time

FLAVIO FALCONES

Administrative technician.

Work experience

ADMINISTRATIVE ASSISTANT

FA GLOBAL | 2022 - Currently

- Documentation management
- Customer Support.
- Personnel management
- Office proficiency.

Academic data

Centre D'Estudis Politecnics

Mid cycle:

Administrative management / 2020 - 2022

Centre D'Estudis Politecnics

Superior cycle:

Administration and Finance | 2022- Currently

Skills

- Teamwork
- Fast learning
- Customer Support
- Flexibility
- I respect
- Problem resolution
- Eager to learn
- Sympathy

Languages

Spanish

Native.

Catalan

High level.

English

Half..