



09/01/2002

Contact



722490620



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Barcelona

More information

- Driving license
- Own vehicle
- Total availability

PATRICIA MATEU MARIN

Administration and finance higher technician

WORK EXPERIENCE

Administrative assistant

Contract Solutions, S.L. | Septiembre 2019 - Junio 2021

- Investigation and registration of invoices
- Contributing ideas and support to staff
- Register and carry out working hours of workers
- Customer service: receiving and making phone calls

Administrative assistant

Raipe Consultors S.L. | Enero 2017 - Abril 2019

- Register issued and received invoices
- Do and pos the 347 VAT model
- Archive and manage different types of documents
- Customer service: receiving and making phone calls

EDUCATION BACKGROUND

Centre d'estudis Politecnics

VET in administration and finance| 2021 - 2023

Centre d'estudis Roca

Vocational deegree of administration| 2019 - 2021

Skills

- Implication
- Responsibility
- Organized person
- Easy adaptation

Languages skills

Spanish:

Native

English:

Intermediate level

Catalan:

High level