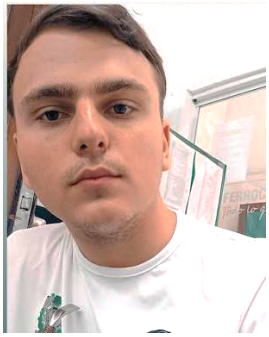
Felipe Carlos Dieleke

I am a 19-year-old student, currently studying a Bachelor's Degree in International Relations, looking for a job that allows me to grow both personally and professionally while completing my university education.
I have experience in customer service and excellent management of various computer systems.



EXPERIENCE

Administrative - Responsible for collections.

Club Ferrocarril Oeste, CABA

AUGUST 2021 - PRESENT

Realization of collections by batches and automatic debits, billing and collection control.

Realization of invoices, returns and credit notes.

Development of administrative tasks together with basic queries in databases, attention to the needs of partners and possible new clients.

Customer Service and sales.

EDUCATION:

Degree in International Relations & affairs.
Universidad Nacional de San Martín , Buenos Aires.

MARCH 2021-PRESENT

Bachelor degree in Social Studies.
Instituto Nuestra Señora de Luján, Urdinarrain (Entre Ríos)

MARCH 2015-DECEMBER 2020

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CONTACT

(3446) 594580
dielekefelipe@gmail.com
Flores CP1406 (CABA)

APTITUDES

OFFICE programs knowledge.

Basic knowledge of SQL language.

Presence and dedication in the workplace.

Good relationship with coworkers.

High responsibility in work to be done.

LANGUAGES

Spanish - Native

English - Advanced