

AGUSTINA CASCONE

ADMINISTRATIVE RECEPTIONIST

PERSONAL PROFILE

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EDUCATION

01/21 - 07/21
Course of Professional Receptionist

Topics:

- Customer Services
- Telephone Service
- Time Management
- Orientation: Commercial, Health Institutions and Hotels.

COMPETENCIES

- Good predisposition, dedication to service, oriented to the fulfillment of objectives.
-Good job under pressure
- Quick adaptability. Easy learning to new tools/organizations
- Good communication and organization
- Mastery of MS Office, Outlook, SAP and computer tools

EXPERIENCES

Administrative Receptionist

Baker Hughes | September 2021- August 2022

- Coordination of internal and customer messaging
-Support to internal sectors (HR, Legal, Facility, Logistics, etc)
-Payment to suppliers and generation of Purchase/Payment Orders (Ariba SAP BH1)
-Reception of clients and employees

References:

Fontana Hugo (Sr Business Management Manager):
hugo.fontana@bakerhughes.com
Tel: 1133299496

Cecilia Barker (Lead Cash Management Analyst):
Cecilia.barker@bakerhughes.com
Tel: 1161992018

Leonides Berejnoi (Manager Facilities, Boss):
Leonides.berejnoi@bakerhughes.com
Tel: 261 639 3896

STUDIES

Universidad de Buenos Aires

Facultad de Psicología | June 2021- Present

Bachelor's Degree in Psychology

Currently on first year

GPA: 2.3