

ÁNGEL ADRIÁN CUBILLÁN

Administrative assistant

CONTACTS

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LANGUAGES

- Spanish
- English

REFERENCES

PABLO MARTÍN FEAL
PMF Aviation Services
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LINKS

LINKEDIN
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SKILLS

- Office handling
- Customer Service
- lexicon
- Computing
- personnel management
- Language and writing

ABOUT ME

I have extensive experience in administrative and accounting management acquired in companies in different areas. I know how to easily join work teams, solve challenges and problems effectively. I believe that my communication and writing skills allow me to interact in English and Spanish with clarity and efficiency. I have a warm, collaborative and kind personality.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

Buenos Aires

Sarasqueta SRL
Apr 2023 - Present

- Tracking purchase orders and billing
- Profitability analysis of events and meeting logistics for Premium companies – L'Oreal, Johnson & Johnson and HH Global. - Financial planning and projections
- Bank management (reconciliations, monitoring of due dates and transactions)
- Business management and customer service.

STOREROOM MANAGEMENT - ADMINISTRATION

Buenos Aires

PMF Aviation Services
Aug 2019 - Mar 2023

- Provision of work materials to the personnel in charge and management of supplies.
- Financial support and billing of work orders and purchases
- Writing technical documentation in English and Spanish
- Accompaniment and logistics to English-speaking technicians during the closures of aeronautical inspections
- Customer services and office manager

EDUCATION

2018

TECHNICAL COURSE

ICAPA - ANAC, Buenos Aires

- Course on labeling, identification and transportation of Dangerous Goods, handling, classification and conservation of aeronautical materials.
- Course on specific operational security functions and acts of illicit interference, management and organization of areas in situations of group tension.

2013

TSU

Instituto Universitario de Aeronáutica Civil, Maracay - Venezuela

Graduated as an aeronautical technician and instructor, with training in ICAO – IATA documentation and training in tools for transmitting specialized knowledge.

2012

PERSONNEL MANAGEMENT COURSE

Colegio Universitario Padre Isaias Ojeda, Valencia

Training in appropriate behavior in hierarchical organizations (corporations), people management, high workload situations, priority management, efficiency and multitasking. Business psychology.