Javier Rajcovich Antón - 27 years old
Business Administration
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Born in the city of Buenos Aires on May 28th, 1993
Nationality Argentinian & Spanish
Document # 37606733
Address: Barrio Septiembre, Belén de Escobar, Buenos Aires Province

Goals:

To strengthen my professional career in an organization that promotes growth and enables the development of all the potential of its employees; positions preferred are oriented to the development, implementation and monitoring of projects.

Profile:

Based on my current experience, I consider myself a young professional strongly oriented towards results and customer satisfaction, both internally and externally. Additionally, I easily develop communication skills and interpersonal relationships in any environment. My great versatility and flexibility allow me to quickly become adapted to changes in a variable context, acquiring the necessary new skills to continue with the same work dynamics.

Job Experience

2015-Today: UL de Argentina S.R.L. <latam.ul.com>
Global safety science company.

Customer Service Analyst (Ssr)

- Project management: follow up, considering deadlines and critical tasks, in order to comply with customer expectations and ECDs.
- Project handling for Electrical Safety, Energy Efficiency and Personal Protective Equipment product certification.
- Project status report generation for the detection of possible issues or delays in project progress/completion and metric generation.
- Constant communication with local testing laboratories, consultants, colleagues from different UL subsidiaries (Brazil, USA, Denmark, Japan, China, Taiwan), to achieve deadlines for the ongoing certification projects.
- Basic electrical knowledge applied as well as resolutions and provisions related to different certification systems required in product export and trading.

2013-2014: ExxonMobil BA BSC
American multinational oil and gas corporation.

Reporting and System Analyst (Jr)

- Direct contact with supervisors from different areas, for the proper management of commercial and financial information.
- Handling and processing of confidential documents.
- Daily contact with support centers located in Houston and Curitiba, in order to correctly manage confidential information.
- General File Room tasks: reception, entry and filing of business-related physical information. Report and metric generation for document controlling.

Education:

2015-2020: Business Administration ***(Licenciatura en Administración de Empresas)***.
Universidad Argentina de la Empresa (UADE).

2011-2014: Industrial Engineering (up to 2nd year)
Universidad de Buenos Aires (UBA).

2008-2010: High School Bilingual Certificate in Humanities and Social Science.
Dover High School.

Languages

- **Spanish:** Native.
- **English**: Bilingual.
    - International Certifications:
        - First Certificate Exam (FCE).
        - Certificate in Advanced English (CAE).
        - International Certificate of Education (ICE).
- **Portuguese**: Average, written and oral.
    - International Certifications:
        - Portuguese Language AS level.

Software

- Agile Product Lifecycle Management.
- Flex.
- Lotus Notes.
- Oracle 12.
- Windows Office Pack.
- Google Drive