CURRICULUM VITAE

Personal Profile

Name: Gabriel Alejandro Urdinguio

Age: 27 years old.

Date of Birth: 01/03/1992

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Academic Qualifications

- **Business Management.** University of Morón. Ongoing
  (29 out of 40 approved subjects).

Languages

- English - Advanced knowledge. Capable of communicating written and orally.

Experience

Period	Company	Role
2012 May to December	Accounting Studio ABM Consultants	**Administrative Employee** • Administrative tasks in general. • Upload of invoices and other documents in the system. **Contact:** **Mobile:** 1161221003 **Email:** morsini@abmconsultores.com.ar
2014 January to March 2019 (5 years)	Araucar Motors S.A.	**Administrative Employee - Car Parts Sales Advisor** • Management, control and follow-up of suppliers. • Provision of internal supplies. • Storage and inventory control. • Preparation of reports. • Upload of invoices and other documents in SIAC system.

		• Sales to the general public. • Online sales through "Mercado Libre". Maintenance of the platform. Handling of queries and complaints. • Creation of budgets for insurance companies. Follow-up from the awarding until the delivery of the car parts. **Contact:** Laura Moreira, Human Resources Manager **Mobile:** 1157353560

Computing

- Microsoft Excel – Advanced Knowledge.
- Microsoft Word – Advanced Knowledge.
- Windows, Microsoft Power Point and Internet – Intermediate Knowledge.

Objectives

Find a job related to the career that I am currently studying, which is Bussines Management, where I can expand and consolidate my knowledge. I also want to acquire more work experience in a company where I can grow professionally.