

PERSONAL INFORMATION

Fernando Vázquez Lago

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JOB APPLIED FOR

Administrative assistant

WORK EXPERIENCE

Jan 2020–Present

Administrative assistant

Clece, Vigo (Spain)

- Taxes: VAT and IRPF
- Electronic billing
- Paysheet
- Customer relations

EDUCATION AND TRAINING

Sep 2019–Present

Middle technician in administrative management

IES Ricardo Mella, Vigo (Spain)

Accounting, purchase and sale operations, treasury operations, customer service, IT, English.

Jun 2019–Aug 2019

Computer course

Navuxil Academy, Porriño (Spain)

- Typing
- Microsoft Office package (Word, Excel and Powerpoint)

PERSONAL SKILLS

Mother tongue(s)

Spanish

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B2 | B2 | B2 | B2 | B2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages - Self-assessment grid

Communication skills

Good written and oral communication skills

Organisational / managerial skills

Capacity for teamwork, organization and decision making.

Digital skills

- Good handling of Microsoft Office package (Word, Excel and PowerPoint)
- Internet, email