

Nadia Macarena Arancibia Curaqueo

Contact Information

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Address: Padre Milanesio 1351, Neuquén, 8300, Neuquén, Argentina

Date of Birth: October 14, 1995

Nationality: Argentine

ID: DNI 39129875

Gross Salary Expectation: ARS 900,000

Knowledge and Skills

Advanced Seniority

Intermediate Seniority

IT Skills:

- Microsoft Excel (Advanced)
- Microsoft Word (Advanced)
- SAP R/3 SD - Sales (Advanced)

Other Skills:

- Digital Marketing
- Administrative Accounting

Languages:

- English: Basic Written and Oral Skills

Work Experience

Administrative Secretary (March 1, 2023 - Present)

University of Flores

- Management of academic and administrative processes.
- Organization of exam schedules and thesis defenses.
- Coordination of exam records and registrations.

Floor Salesperson (September 1, 2022 - March 1, 2023)

EAYA Consulting

- Customer acquisition and service.
- Management of inquiries and complaints.
- Price quotes and loan applications.
- General administrative tasks.

Telemarketer (January 1, 2020 - December 31, 2020)

Royal Prestige

- Conducted phone interviews and managed schedules.
- Processed orders and assigned sales leads.

Education

Bachelor's in Administration (February 1, 2015 - Present)

National University of Comahue, Argentina (Ongoing)

Career Objective

Seeking an administrative position where I can leverage my experience in customer service, process management, and organizational skills to contribute to the company's efficiency while further developing my skills in the accounting field.