



Giuseppe Buonconsiglio

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ABOUT ME:

Administrative with 5 years of experience. I prefer always to schedule my and teamwork tasks searching to mitigate risks to forget them and above all to avoid that they override each other. As far as possible I search to have excellent time management. Sure, I can say that self-motivation e self-management are two skills that I train every day. In a working environment, I have the right amount of effective communication. I don't have any problems giving and sharing my thoughts on a certain business topic. When I consider it right, I have a good patience, active listening and often I have, maybe, much empathy. I love loyalty but I claim in the same measure.

EDUCATION AND TRAINING

2019 – 2020 – Turin, ITA

Master's degree in business administration

2015 – 2019 – Bari, ITA

Bachelor's degree in business administration

WORK EXPERIENCE

12/2020 – 09/2023 – Apulia, ITA

Administrative

M.m.t. Noleggi S.r.l.

- Cashflow management – Billing management – Documental management

05/2020 – 11/20 – Turin, ITA

Administrative and logistics assistant

Baco S.r.l.

- Billing management – Documental management – Exchange of logistic documents by the company to the external logistic company – Shipping and inventory accounting

12/2018 – 11/19 – Apulia, ITA

Administrative

M.m.t Noleggi S.r.l.

- Cashflow management – Billing management – Documental management - Support the consultant in drawing up the financial statements.

LANGUAGE SKILLS

MOTHER TONGUE(S): ITALIAN

OTHER LANGUAGE(S): ENGLISH

Reading A2

Speaking A2

Writing A2

DIGITAL SKILLS

Microsoft Office / Photoshop /

Basic video editing / OneDrive / Outlook / Adobe Acrobat / Adobe Express /

HOBBIES AND INTERESTS

Photography / Video-editing / Music / Travel / Gym / Films / Books reading / Tech / Sports