



BERTA LLADÓ

CONTACT



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08924, Barcelona

FORMATION

Centre d'Estudis Politècnics - Barcelona

Technician Assistant direction - Current

Institut Ramón Berenguer IV - Santa Coloma de Gramenet

High School Diploma in Social Sciences

APTITUDES

- Teamwork
- Responsibility
- Polyvalence
- Charisma
- Easy of learning
- Flexibility

LANGUAGES

Spanish - Native

Catalan - C1

English - B1

French - A2

DISPONIBILITY

- Monday - Friday: in the afternoon

WORK EXPERIENCE

Supermercados DIA - Santa Coloma de Gramenet

Cashier and product replenisher

Inditex Zara Home - Barcelona

Second-hand seller - Shop assistant

Linkia FP - Barcelona

Administration department

- Organize administrative documentation
- Archive documentation

Human Resources department

- Administrative management related to personal documentation
- In charge of Occupational Risk Prevention documentation

Supermercado BonArea - Santa Coloma de Gramenet

Cashier and product replenisher

Tina Navarro - Santa Coloma de Gramenet

Saleswoman

SKILLS

- Microsoft Office
- Programme A3: computerized management of accounting, payroll and invoices
- Canva
- Webdesigner