



# Maria MKhsyan Avanesyan

## Experience

### Administrative Assistant | October 2023 - Currently

Organizació Empresarial Catalana de la Formació

- Use of Salesforce CRM as a management tool.
- Telephone support and conflict resolution.
- Documentary review of courses and archiving of complete files.
- Use of Excel, Word and Adobe Acrobat

### Store clerk | July 2022 - August 2022

Stradivarius

- Provide customers with service and advice.
- Replenishment of products and organization.

## Education

### Higher Technician in Business Administration and Finance

Centre d'Estudis Politècnics | 2022 - 2024

### Baccalaureate in Social Sciences and Humanities

Monlau Centre d'Estudis | 2020 -2022

## Contact information



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## Profesional porfile

I am interested in the business administration and financial sector.

I am organized and hard woking person who is loocking forward acquiring experience in the working world.

## Skills

Good communication

Problem solver

Good use Microsoft Office

## Languages

### Spanish and Catalan

First language

### Armenian

Advanced level

### English

Upper-Intermediate level