

PERSONAL INFORMATION



Carlos Villena Díaz

 C/ Mare de deu del carme, 133, Sant Adrià de Besós, 08930, España

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 carlosvillenamf23@gmail.com



Sex Male | Date of birth 28/03/2003 | Nationality Spain

PROFESSIONAL EXPERIENCE

March 2020 - In process

Logistic and Sales

M Automoción Volkswagen Mogauto, Sales

- Billing, registration and pay of new cars documentations
- Organization car stock
- Documention management with agency

Activity sector Automotive.

November 2019 – March 2020

Office Work (training)

M Automoción Volkswagen Mogauto, Post Sales

- Deal with public
- Organization of workshop appointments
- Accounting

Activity sector Automotive

Juny 2018 – September 2019

Real State

Banco Santander, Banco Popular, Aktua/Intrum, Aliseda y Servihabitat

- Clean and maintenance of estate
- Responsible for deliveries and collections
- Assembly and manufacture of custom furniture

Activity sector Real State

EDUCATION AND TRAINING

September 2021 – In proces

Vocational training in Administration and Finances G. Superior

Centre d'Estudis Politecnics, Barcelona, España

Human Resources, Accountancy, Business English, Legal documention, IT, Comunication and customer support, Microsoft system and business entrepreneurship.

Septembre 2019 – Juny 2021

Vocational training in Administration and Finances G. Medio

Col·legi Badalonès, Barcelona, España

Economy, Business english, Finance maths, Accountancy, Business comunicacion, Human Resources, Buy and sell, Taxes devolution, Marketing, Right, education and career guidance, business entrepreneurship, Public administration, Advice, Health and safety at Work, Stpck management, TIC, administration and typing.

PERSONAL SKILLS

Language Spanish and catalan

Other language

English

UNDERSTAND		SPEAKING		WRITING
AUDITIVE COMPREHENSION	READING COMPREHENSION	ORAL INTERACTION	ORAL EXPRESION	
B1	A2	B1	B1	A2
Trinity Certificate Level 4 & Summer Certificate				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user

Communicative skills

- Good communication skills.
- Capacity for teamwork

Organization skills

- Good level of administration and management
- Leadership skills

Work skills

- Wide analysis and organization capacity
- Adaptation and organizational flexibility
- Involvement in the work

Digital Skills

SELF-ASSESSMENT				
Information processing	Comunicaciont	Content creator	Security	Problem resolution
Competence	Competence	Independent	Independent	Independent

- Microsoft Office Specialist Word
- Microsoft Office Specialist Expel
- Microsoft Office Specialist PowerPoint
- Good magement of Android, iOS System y Apple Support

Driving license

A2/B

ADDITIONAL INFORMATION

Courses
Certificates

- English summer course
Pepperdine University
24255 Pacific Coast Hwy, Malibu,
CA 90263, USA
- Trinity English summer course
Epsom College
College Rd, Epsom KT17 4JQ,
UK