

CURRICULUM CRISTINA PROMETTI

Personal Features

Organizational skills, initiative, operational autonomy, dynamism with the ability to recognize and manage the different priorities and possible critical issues in different business contexts; effective transfer of information; attitude to team work; ability to relationship with the different interlocutors, both inside and outside the company, at all levels; confidentiality, willingness, flexibility; ability to adapt to different personalities, needs, and preferences in the work approach of managers for whom, I have followed and managed the professional activity over the years..

Work Experience

From February 2017 ongoing K.M. real estate Milan

Home Working: Executive management of the insertion of properties for sale or lease on the website through diamondwebitalia.com and on the main online websites such as idealista.it pro.immobiliare.it (getrix) / cercacasa.it; Executive Assistant, preparation of slides and drafting of reports related to the development of the business activity

from October 1995 to June 2015 M.D.H. S.r.l. Milan

Executive Assistant with organizational responsibility of the activity, reporting to the CEO: phone contacts management, agenda setting, meeting organizations, trips, travels, events, facilitating the informative flow between collaborators and responsible manager, confidentiality, predisposition of documents supporting the activity of other professionals; point of contact for the activities in other owned companies; collaboration in the organization of events related to the activity.

Preparation of slides and drafting of reports related to the development of the business activity in Italy, for presentations at the top.

Administrative post: relations with banks, petty cash management, expense reports compilation, active/passive billing control, issuance of bank receipts, invoice advances, debt collection, reference with accountant.

Personnel Administration: holidays, practices regarding accidents, absence and presence control, terminations, selection of personnel.

Excellent knowledge of procedures related to customers' orders, suppliers' orders, delivery notes, invoicing, statistic reports, agents' commissions and customers' returns management.

Carrying out calls for tenders and private negotiations called by Italian Health Companies: preparation of the economic offer, with the production of all the technical and administrative documentation related to it and necessary for its correct performance.

From February 1992 to September 1995 A.M. S.r.l. Milan

Complete knowledge of the procedures related to orders, delivery notes, invoicing, statistic reports, secretary. Ability and confidence in managing relations with clients and suppliers.

From September 1992 to December 1995 SORBUS ITALIA Centro Direz. Milanofiori Assago

Receptionist-dispatcher letters/mail sorting, data-entry.

From May 1990 to July 1991 ICL Centro Direz. Milanofiori Assago

Receptionist-dispatcher

Education

Lingue: Languages: English B1

June 1989 Technical High School Advertising Graphic Expert - Ist. Prof. Kandinsky – Milan

1989-1991 Università Statale, Department of Letters and Foreign Languages – Milan

Technical skills.

Excellent knowledge of Windows operating systems (MS Office, XP: Word, Excel, Power Point, Outlook, Internet Explorer)

Use of Zucchetti Managements: AdHoc, GPres, Infovision