



Noelle Kant

Blogger

Location: Italy > Lombardia > Milano

Website: <http://amicimilano.altervista.org/>

Skype Username: noellebeauty

Years of Experience: 5

Employment Search: Si

Internships Available: No

Showcase description

Dear Sirs, Re: Administrative employee in reference to your advertisement on Infojobs web-page, I would like to apply for the position of administrative clerk. Based on my work experience I have found some similarities with the profile you are looking for. I have knowledge in the use of Sap and invoicing passive cycle, gained during an internship at the Red Bull Company. In particular I'm able to record the invoices of purchases and to create a supplier's database. I have also been working in Facility Management as secretary, managing the Logistic team, and to guarantee the productivity of services and to provide the maintenance of the facilities. Also I have experience in telecommunication, web-marketing and human resources. Thanks to these opportunities, I was given the necessary training to work in any environment. I have a degree in Philosophy with honors, and I attended a course in financial accounting and business English. I would like to meet you to discuss how my skills would benefit your Company. Thank you in advance for your consideration, Sincerely, Noelle Ferrante
