



Diego Eduardo Saidel

ADMINISTRATIVE - FINANCIAL RESPONSIBLE

About me

Bachelor in Business Administration and Real Estate Broker, with more than 10 years of experience in the administrative area. I stand out for my organisational skills, attention to detail and time management. I have coordinated activities and managed documentation in several companies, providing support to executive teams. Proactive and with excellent communication skills, I seek to contribute the knowledge acquired throughout my years of work, while continuing to learn to contribute to the growth and efficiency of the organization.

Contact Details

Address: Rosario, Santa Fe, CP 2000 - Argentina

Cell Phone: +54 9 341 6 443989

Email: diegoesaidel@gmail.com

LinkedIn:

<https://www.linkedin.com/in/diego-eduardo-saidel/>

Skills

- Office Software.
- Organisation and Planning.
- Multitasking.
- Data analysis.
- Effective communication.
- Interpersonal skills.
- Customer service.
- Problem solving.
- Adaptability.
- Attention to detail.

Education

Public Auctioneer and Real Estate Broker

Universidad del Centro Educativo Latinoamericano (2016-2020)

Bachelor in Business Administration

Universidad del Centro Educativo Latinoamericano (2002-2007)

Languages

English:

C1 Level (Oral and Written)

C1 Advanced exam passed. Waiting for the certificate to be sent from England.

Portuguese:

A2 Level (Oral and Written)

Employment History

WEB DESIGN AND BUSINESS CONSULTING

SELF EMPLOYED (2023-06 - PRESENT)

- Design and development of websites and other online presence tools, improving Visibility and user experience for various clients.
- Advice to companies and professionals on optimising their business activities to identify opportunities for improvement and developing effective strategies.

ADMINISTRATIVE-ACCOUNTANT RESPONSIBLE

CONFICRED S.A. (2014-08 to 2023-05)

- Responsible to the Central Bank of Argentina.
- Supervision of the treasury sector and accounting area.
- Making of accounting entries, account balances and Trial Balances.
- Preparation of invoices, remittances and other necessary documentation.
- Processing of invoices and expenses.
- Preparation and control of budgets.
- Planning tasks for their efficient and organised execution.
- Establishment of plans, policies and methods for the correct functioning of the company.
- Reviewing and correcting discrepancies with respect to the plan.
- Detection and resolution of conflicts in a diligent manner.
- Maintaining business relationships with key suppliers and customers.
- Communicating with employers and defendants to resolve pre-judicial situations.
- File and documentation management.
- Strong work ethic and attention to detail.

Computer Skills

- Microsoft Office Advanced (Excel, Word, Powerpoint, etc.).
- Microsoft Windows Advanced
- Web Browsers (Chrome, Edge, etc.).
- Database Management (SQL, Access).
- Customised Management Systems.
- Image Management Tools (Canva, Microsoft Office Picture Manager, Paint.NET, Inkscape).

Additional Training

Rental Management Workshop

Workshop held at the Universidad del Centro Educativo Latinoamericano.
Taught by professionals in the field.
(2024-04 to 2024-06)

Cost Analysis for Decision Making

(Costs; Cost Centres; Costs per order; Costs per process; Relationships between cost-benefit and volume of activity; Budgets and deviations).
(2023-10 to 2023-12)

Diploma in FullStack Web Programming

(HTML, CSS, Javascript, PHP, MySQL)
Universidad Tecnológica Nacional
(2021-03 to 2021-10)

Wordpress Course

Coder House
(2021-11 to 2021-12)

Javascript Course

Coder House
2021-11 to 2022-01

Course on 'Python Programming for Beginners'.

Universidad Tecnológica Nacional
(2022-02 to 2022-04)

Course on 'Community Manager and Advertising'.

Coder House
(2022-08 to 2022-10)

TRAVELLING SALESMAN

INTEGRAL TELECOMUNICACIONES COMPANY / Easy Call (2013-03 to 2014-08)

- Visits to customers at their homes to sign up for bank accounts and credit cards; advice on these; answering queries and signing contracts.
- Services offered: signing up for credit cards and bank account packages; closing the sale and delivery of mobile phones, Direct TV antennas, etc.
- Checking and resolving inconsistencies in documentation; presenting the same in the correct form for subsequent approval.
- Working area: provinces of Santa Fe, Córdoba, Buenos Aires and Entre Ríos.

OWN ENTERPRISE

DIES DEPORTES (2010 to 2013)

- Sell of sporting goods, mainly related to racket sports and paddle sports.
- Purchase of products from the subsidiaries of multinational companies: Head Argentina; Babolat Argentina; Esat SA (the only tennis ball factory in the country (Penn); Prince Argentina; Wilson Argentina; Toalson Argentina.
- Inventory control (stock) of goods.
- Establishment of strategies for the purchase and sale of goods (quantities, prices, costs, etc.).
- Establishment of commercial relations with the city's tennis and paddle court complexes; sponsorship of tennis and paddle tournaments; support to tennis and paddle teachers through the provision of work materials for their profession and their students.

TRAVELLING SALESMAN

SOL DISTRIBUTION COMPANY (2008 to 2010)

- Sale and distribution of pet food, accessories, bazaar articles and plastics.
- Area of work: City of Rosario; south of the province of Santa Fe; east of the province of Cordoba and north of the province of Buenos Aires.
- Tasks performed: sales and delivery of the aforementioned articles in veterinary surgeries, pet shops, nurseries, businesses that sell everything loose, etc.; presenting the products, advising potential customers and finally making the sales themselves.
- Suppliers: Dr. Cossia (food); Distribuidora DM, SE-Mac Distribuidora and Mundo Bazar SRL (food, pet accessories, pots and vegetable seeds).