

Fabrizio Deantoni

Administration/Public  
Service/Programmer



Teamwork.

Problem solving

Ability to learn

Web

Active, hardworking, and friendly individual with a solid background in administration and operational task management. With over 8 years of experience in dynamic environments, recognized for the ability to solve problems efficiently and maintain a positive attitude at all times. Strong focus on teamwork and creating a harmonious work environment. Recognized for dedication, responsibility, and the ability to adapt quickly to new situations. Always willing to learn and improve, adding value to any organization.

I am a programmer with a focus on Python and SQL, and I am currently studying to improve and expand my development skills. I am passionate about learning and exploring other languages and tools, always staying up-to-date with the latest advancements in the programming world..

In my free time:  
I enjoy going for walks.  
Playing volleyball.  
Following motorsports.  
Spending time on the computer exploring new technologies and topics of interest.

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[CV creado en DoYouBuzz](#)

## EXPERIENCIA

### Administrative Assistant at a Crane Company

J.P. Melo S.R.L - Desde septiembre 2023

- ▶ Management and organization of administrative documents, contracts, and digital and physical files.
- ▶ Handling the necessary documentation to comply with regulations and standards.
- ▶ Receiving phone calls and emails from clients and suppliers.
- ▶ Coordinating appointments and meetings, both internal and with clients and suppliers.
- ▶ Coordinating with the purchasing department for stock and spare parts replenishment.
- ▶ Preparing and issuing invoices, credit notes, and receipts.
- ▶ Preparing monthly and quarterly financial reports for management.
- ▶ Supporting payroll management, attendance control, and staff leave management.
- ▶ Scheduling and tracking crane services, coordinating with operators.
- ▶ Assisting in the planning and execution of special projects and assessments.

### Sales and Logistics Assistant in Mercedes Benz Spare Parts Trading

Mercedes Benz - Mayo 2021 a septiembre 2023

- ▶ Technical and commercial advice to customers on specific spare parts and accessories for the Mercedes Benz brand.
- ▶ Receiving, controlling, and organizing spare parts stock.
- ▶ Conducting periodic inventories and updating records in the system.
- ▶ Coordinating with suppliers for stock replenishment and tracking purchase orders.
- ▶ Direct sales of spare parts over the counter and by phone.
- ▶ Preparation of budgets and customized quotes for individual clients and companies.
- ▶ Use of sales management software to record transactions and keep the customer database up to date.
- ▶ Supervision of the storage and classification process of spare parts.
- ▶ Coordinating shipments and deliveries to customers, ensuring compliance with delivery times and conditions.
- ▶ Management of documentation related to billing and warranties.

### Head of Administration and Customer Service.

OSECAC - Febrero 2012 a mayo 2018

- ▶ Processing and validation of membership applications.
- ▶ Updating and maintaining the members' database.
- ▶ Coordinating enrollments and terminations, ensuring the proper registration of new members and their deregistration.
- ▶ Receiving and resolving inquiries and complaints from members, providing efficient and personalized solutions.
- ▶ Guidance and advice on available coverages and benefits.
- ▶ Medical referrals, ensuring timely and appropriate care.
- ▶ Coordination and supervision of the delivery of medical benefits and services.
- ▶ Control and processing of authorizations and reimbursements of medical expenses.
- ▶ Filing and organization of administrative and medical documentation.
- ▶ Garantía del cumplimiento de normativas y regulaciones vigentes en el manejo de información sensible.
- ▶ Ensuring compliance with current regulations and standards in handling sensitive information.

## FORMACIÓN

### PRIMARY AND SECONDARY

FLORENTINO AMEGHINO NORMAL SCHOOL.

Lujan, Buenos Aires  
Secondary Title: Bachelor in Social Sciences.

### UNIVERSITY

UNLU - NATIONAL UNIVERSITY OF LUJÁN.

Lujan, Buenos Aires  
University Title: Systems Analyst  
Status: In Progress.

### Programming and Data.

-Studying languages Python, SQL, HTML.

## IDIOMAS

🇺🇸 Inglés ★★☆☆☆

🇵🇹 Português ★★☆☆☆

## COMPETENCIAS

### Programas

- ▶ Pack Office
- ▶ Data/Files
- ▶ Python
- ▶ SQL
- ▶ HTML

