

Francesca Serafini

 Administrator

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 English, Italian

Profile

Francesca Serafini, a dedicated professional with a diverse background in administration, finance, sourcing, logistics, and e-commerce, is actively seeking a new opportunity in the Netherlands as she relocates with her family.

With extensive experience at Technital S.p.A, an Italian engineering services company, she excels in managing international projects, overseeing invoicing, financial statements, and providing crucial administrative support. Her role at Technital required a high degree of organization, meticulous attention to detail, and effective communication skills, particularly in handling complex projects in Iraq and supporting a branch in Benin.

Previously, Francesca worked at Elk Srl, where she was responsible for sourcing, logistics, and administration, including billing, supplier management, and warehouse oversight. Her tenure at Fantastic Srl further honed her skills in e-commerce management, customer care, and administrative tasks, demonstrating her ability to adapt and thrive in various professional environments.

Francesca is fluent in Italian and English, possesses strong organizational and communication skills, and has a proven track record of managing business processes and corporate social media. She is seeking a role that leverages her administrative expertise, problem-solving abilities, and dedication to customer care, aiming to contribute meaningfully to her next employer in the Netherlands.



Competences

- Administrative Management
- Project Management
- Sourcing & Logistics
- E-commerce
- Communication