

FIDEL BENCI

Ireland - Dublin | Eligible to work in Europe
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SUMMARY

I am a trilingual professional fluent in Portuguese, Italian, and English with solid experience in administrative and customer service roles. My organizational skills and charisma are strong, allowing me to work efficiently both independently and as part of a team. I am always seeking new challenges and opportunities to develop professionally. I am confident that my unique combination of linguistic, administrative, and customer service skills make me a strong candidate for a variety of roles.

Areas of Expertise / Interest

Administrative Department | Purchasing | Payroll

EDUCATION

- **Ciências Contábeis (Accounts)** | Faculdade Visconde de Cairu, Salvador - Brazil | In Progress

EXPERIENCE

TL Materiais de Construção LTDA – Brazil Jan 2016 – Jul 2017

Intern Program

Cash management: Responsible for opening and closing the cash register, balancing accounts, and ensuring that all financial transactions were accurate.

Vendor management: Receiving products and checking invoices to ensure that orders were correct and within the deadline.

Online payments: Scheduling and payment of bank deposits, scheduling and payment of online bills.

Employee management: Payment of salaries and ensuring that all payments were made on time.

Court of Justice for the State of Bahia – Brazil Mar 2018 – Mar 2019

Intern Program

Reception and customer service: Responsible for receiving and attending to visitors, ensuring they had a positive experience while visiting the office.

Calendar management: Managed the agenda of the judge, scheduling appointments, hearings, and other important meetings.

Document management: Distributed, received and organized both physical and virtual documents, keeping track of deadlines and ensuring accuracy.

ICOT College – Ireland Jun 2021 – Current

Receptionist

Information Management: Maintained constant contact with the school's administration and ensured timely transmission of important information related to students, teachers, and facility maintenance.

Educational Support: Assisted students with difficulties in English by providing support in writing emails and documents, which contributed to their academic success.

Record Keeping: Conducted the attendance record of students in the system, ensuring accuracy of information.

Administrative Task Coordination: Responsible for printing and distributing attendance lists to teachers and organizing tests, ensuring efficient administrative operations.

Customer Service: Provided efficient and high-quality support for teachers and students, maintaining a high level of user satisfaction.

OTHER REPRESENTATIVE WORKS – House Cleaner, London, July 2019-Dez 2019 | Kitchen Assistant, London, Sep 2019-Dez 2019 | Housekeeper, London, Jan 2020-Mar 2021 | Kitchen Porter, Dublin, Jun 2021-Sep 2021