

# VIIVI PENTTINEN



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[LinkedIn](#)

## PROFILE

People person, gets easily excited, loves communication. I like to bring joy and life to my work community and give my everything to my work output. I shine when I'm given challenging tasks with the chance to improve my existing knowledge and know-how. On my free time I like to listen to exercise and yoga, improve healthy lifestyle and enjoy the small things in life.

## STRENGTHS

- ✓ Eye for details
- ✓ Quick learner
- ✓ Self leadership
- ✓ Project management

## LANGUAGES

Finnish – Native

English – Full professional proficiency

Swedish – Limited working proficiency

## IT-SKILLS

MS Office

SAP

IBM SPSS

Sharepoint

Workday

Mepco

Dynamics NAV

## COURSES

- ✓ First aid course 2/2023
- ✓ Mepco superuser 3/2020

## EDUCATION

**Avoin AMK | Haaga-Helia / Metropolia** 2023 - currently

**Bachelor of Business Administration | Haaga-Helia UAS** 12/2019

Major in human resources and leadership

Thesis: Guide for night time HelpDesk

## EXPERIENCE (selected)

### HR COORDINATOR

SOLITA OY | HELSINKI | 03/2022 – 07/2023

### FINANCE ASSISTANT

SPARTAO OY | ESPOO | 09/2021 – present

- Maintain account receivables and account payables of all Spartao companies
- Support monthly account closing and manage accounting documents
- Assist sales data collection, update, and analysis
- Support internal control, manage account users and update finance related guidelines
- Assist bank-related activities, manage company cards

### JUNIOR CONSULTANT

ACCOUNTOR SERVICES OY | ESPOO | 3/2020 – 7/2021

HR Flow is a scalable HR-as-a-service for small to medium sized enterprises. As Junior consultant, main duties include:

- Project management and launching new customers' HR Flow service
- Holding customer personnel system trainings & operative care meetings
- Mepco HRM system superuser work
- Operating HR Flow channel in a ticketing tool & development of the ticketing system
- HR support for employees (annual holidays, flexitime, absences, using the HR system)
- Participating in development in regards of internal processes and the service

### ASSISTANT/DISPATCHER

CAVERION OY | VANTAA | 5/2018 – 10/2018 & 5/2019 – 3/2020

Working in national wide HelpDesk and dispatching unit, which includes:

- Receiving work orders through phone and email and dispatching them to Caverion maintenance or other contractor through various systems
- Customer service via phone and email
- Using SAP and other ERPs