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Fernando Vargas, Profesional de Recursos Humanos

Profesional ambicioso y con formación en recursos humanos, que busca un puesto de principiante en el que pueda utilizar mejor mis habilidades y mi pasión. Ambicioso y capaz de trabajar independientemente o en equipo. Comprometido a establecer y mantener un ambiente de trabajo positivo para todos los empleados.

Competencias

- Mecanografía rápida
- Bilingüe
- Comunicación Interpersonal
- Conocimientos de sistemas de software avanzado

Experiencia laboral

Asistente de Recursos Humanos en Grupo Ybarra, Zaragoza

noviembre 2015 — junio 2017

- Apoyo en la creación de documentación para todos los nuevos empleados, y siguió creando archivos conforme al protocolo de RRHH.
- Creación de un registro de cumplimiento para uso de la gerencia cada mes.
- Asistencia en el mantenimiento de todos los archivos en papel para el departamento de RRHH.
- Apoyo en la actualización de toda la información de beneficios, a la vez que ampliaba los conocimientos relacionados con los beneficios para los empleados.
- Conducta profesional, agradable y trabajadora en el día a día.

Asistente de Recepción en Clínica Dental Luces, Madrid

julio 2012 — noviembre 2014

- Asistencia al gerente de la oficina con distintas tareas diarias.
- Proporción a los nuevos clientes de refrigerios y el papeleo apropiado.
- Mantenimiento de la cocina y la sala de espera del personal.
- Atención ocasional de llamadas, registrando la información necesaria.
- Realización de copias de los formularios y abastecimiento de la oficina.

Formación

Máster en Administración de Empresas, Universidad Alfonso X, Madrid

septiembre 2013 — julio 2017

Graduado magna cum laude. Escritor principal de la revista universitaria El León.

Referencias

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