



Europass Curriculum Vitae

Personal Information

First name(s) Surname	Pietro Pontini
Address	VE, Italy
Telephone numbers	3459667358
Fax	
E-mail address	pietro.pontini@icloud.com
Nationality	italian
Date of birth	17/04/2000
Sex	male

Job applied for / position

Work Experience

Date (from-to)	1)internship from 02/07/2018 to 27/07/2018 2)internship from 3) internship from 15/01/2017 to 10/02/17
Occupation or position held	1)employee 2)employee 3)employee
Name and address of employer	1) confCommercio,via Torino 15, Mestre (VE) 2)studio Dott.Commercialista Zugno , via G.Matteotti 20, Mogliano Veneto (TV) 3)INAIL(international Insurance Agency), via della Pila 51,Marghera (VE)
Type of business or sector	1)accounting and managmentstudio 2)accounting andmanagment studio 3)international Insurance Agency
Main activities and responsibilities	1)register and archive invoices 2)company surveys,archive and document managment 3)register costumers in the software, validate the ID card

Education and qualification awarded

Date (from-to)	from2014 to 2019
Type of qualification	hight school diploma in business and marketing mangmen - vote 68/100t
Main subjects covered or skills acquired	business,law,political economy,english,spanish
Name and address of organisation providing education and training	I.I.S Luzzati-Gramsci, via Perlan,17-Venice(Italy)
Level of qualification	EQF4

Personal skills and competences

Mother tongue(s) italian

Other language(s) english and spanish

Self-assessment

European Level (*)

Language: english**Language:** spanish**Language:**

Understanding		Speaking		Writing
<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
A2	A2	A2	A2	A2
A2	A2	A2	A2	A2

(*) Common European Framework of Reference for Languages

Communication skills

good ability to interact with the public,sociable,be able to maintain lomg-term commitmets

Organisational/managerial skills and competences

good ability to manage groups and to work in group,

Job-related skills

Computer skills

good level to microsof office (word,Excel and PowerPoint),Imovie,Pages,Keynote.

Artistic skills

Other skills

be available to improve yourself ,sporty(12 years experiece as basketball player)

Driving licence

Additional information

health and sefety in the workplace training(10hours)

Attachments

Venezia-Mestre, 28 aprile 2019

Student's signature (if over 18) or parent's signature (if under 18)

Pietro Pontini

In compliance with the Italian D.L 196/2003, I hereby authorize the recipient of this document to use and process my personal details for the purpose of recruiting and selecting staff and I declare that I am informed of my rights in accordance with art. 23 of the above mentioned decree.

I hereby allow my personal details to be handled fairly by companies, societies and any organizations which cooperate with You, respecting my right to privacy.

Besides I authorize to use my personal details also by electronic ways and/or automated equipments to link the details withthose of other people, according to quality and quantity criteria.

Venezia-Mestre,28 aprile 2019

Student's signature (if over 18) or parent's signature (if under 18)

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