



Curriculum Vitae Europass

Personal Information

First name(s) **Denis**
/Surname (s) **Besleaga**
Address (es) Venezia - Mestre, Gazzera Area
Telephone (s)/ Mobile (s)
Fax
E-mail denisbesleaga9@gmail.com
Nationality Italian
Date of birth 18/10/2006
Gender M

Job applied for / position/ preferred job/ studies applied for/personal statement

Administration, Accounting, and Secretariat; Banks, Finance, and Insurance; Commercial and Sales; Logistics and Warehouse Management

Work Experience

dates (from - to) 27/05/2024 - 14/06/2024
Occupation or position held Patronage Operator and Tax Assistance (INAS CISL)
Name and address of employer Patronato Inas Cisl, Italy, Mestre, Via Ca' Marcello 10
Type of business or sector Social security and welfare assistance and consultancy services
Main activities and responsibilities

- Archiving and managing paper and digital documentation
- Registering files and updating data in computer systems
- Managing phone communications with users and public institutions

Education and qualification awarded

Dates (from-to) 14/09/2020 - 01/07/2025
Type of qualification High School Diploma – International Relations for Marketing (Accounting)
Main subjects covered or skills acquired Business Economics and Geopolitics, Political Economy, Law, English, Spanish, French, IT
Name and address of organisation providing education and training I.I.S. L. Luzzatti - Via Perlan 17, 30174, Venice-Mestre
Level of qualification EQF (European Qualifications Framework): Level 4
National classification: High School Diploma

Personal skills and competences

Mother tongue(s)

Italian

Other language(s)

English, Spanish, French, Romanian

Self-assessment

European Level (*)

Understanding		Spoken		Writing
<i>Listening</i>	<i>Reading</i>	<i>interaction</i>	<i>production</i>	
Inglese C1	C1	B1	B2	C1
Francese C1	C1	B1	B2	B2
Spagnolo B1	B2	B1	B2	B2

(*) Quadro comune europeo di riferimento per le lingue

Communication skills li

- Empathy and listening skills, useful in assisting users and working in a team
- Ability to adapt to different environments and collaborate effectively in team settings
- Experience in managing phone and interpersonal relationships in a work and administ

Organisational/managerial skills and competences

- Excellent time management and ability to meet deadlines
 - Ability to manage priorities and organize documents and files efficiently
 - Ability to work independently and solve organizational problems effectively
- Competences acquired through schoolwork.

Job-related skills

- Skills in managing administrative, fiscal, and accounting tasks
 - Basic knowledge in commercial law, labor law, and tax law
 - Skills in managing company resources and applying marketing and sales techniques
- Skills acquired through school studies and off

Computer skills

- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Experience with business and accounting management software
- Skills in document management (paper and digital archiving)
- Good knowledge of databases and online platforms (e.g., e-com

Artistic skills

- Creative skills for creating visual presentations and promotional materials
- Basic graphic design skills (e.g., using tools like Canva)

Other skills

- Excellent ability to work under pressure and manage stress
- Problem-solving attitude and focus on practical solutions
- Strong sense of responsibility and precision in daily tasks
- Quick learning ability in new work environments and technologies

Driving licence

Driving Licence B

Additional information

Available to assist, flexible, friendly, responsible, very precise in completing work or assigned tasks. 3rd place group winner in the Veneto regional chess tournament in 2016.

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In compliance with the Italian D.L 196/2003 and G.D.P.R. 679/16 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 with those of other people, according to quality and quantity criteria

Classe 5BG