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Dear Misters.:

I am writing to you in order to send you my Curriculum Vitae to be considered in possible selective processes in relation to the academic and professional profile, which fits perfectly with a job of these characteristics being able to provide great motivation and high organizational capacity.

As you can see in the curriculum, the Higher Degree in Administration and Finance is recent, having acquired knowledge, with what I am aware of the latest news, but despite this, I have a long experience in positions Similar. In addition, I have extensive knowledge of business management software (ContaPlus, BM conta, etc.) and I also manage the office package perfectly, and navigate over the internet and social networks.

I am a communicative, outgoing and friendly person, with good skills decisive and organized.

For all this, I would like my candidacy to be taken into account in a process of selection and give me the opportunity to expand the information that I enclose in a future personal interview.

[..\\Curriculum 1.pdf](#)

Best regards,

Francisca Sanchez Valle