

Fabio Batini

Date and place of birth 11.12.83
Viareggio

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Licence: B

Professional Path

Administrative Employee

Na.Vi.Go. SCARL

Viareggio

Jan 2023/ Sep 2023

Administrative Employee: customer relations, electronic invoicing both domestically and abroad (sending invoices via SDI, Agyo site control and Revenue Agency), issue self-financing for foreign purchases, debt collection, double entry accounting records, collaboration with the resp. Management control, bank transactions (ri.ba., credit transfers, F24 payment, periodic reconciliation), relationships with suppliers, request for supplier estimates, issue supplier orders, use of Fatture in Cloud and Team System Multi, first checkout management, Appointment calendar management in collaboration with the secretarial department. CRM management in collaboration with the sales department, project reporting and related documentation collection, document management and archiving. Relations with public bodies.

Administrative Employee

Polloni Angelo SNC

Viareggio

ago 2022/ nov 2022

Administrative employee (contract with Openjobmetis SpA): insertion of customer estimates, customer support, customer visits, debt collection, accounting records (active/passive invoices), bank transactions (issue ri.ba. transfers, payment F24, periodic reconciliation), supplier relationships, payroll management, supplier quotations request, supplier orders issue, System Gamma Team usage, billing and billing (sending invoices via SDI, Agyo site control and Revenue Agency), management first note checkout, management appointment calendar, secretariat, feedback goods in the entrance and location in the warehouse/ store, barcode use, issue price lists detail/ wholesale, updating prices on management and website, managing customer orders from portal and shipments.

Administrative Employee

Cassiano Group SRL

Viareggio

Oct 2019/ Jul 2022

Administrative Clerk, Customer Quote Development, Customer Support, Customer Visit Composition,

collection of receivables, accounting records, closing of VAT, relations with banks (issuance of RIBA, e.g.), relations with suppliers, payment of debit invoices, F24 schedule, request of suppliers' estimates, issue of supplier orders, use of Team System Gamma, electronic billing and invoicing, cash management. Document archiving. Same functions performed since 03.08.2021 for CMI SRL. Management of quality area and reports with certification agencies and preparation/ archiving of documents relating to inspections.

Administrative Employee

L'Ortoflora Versiliese/ Az. Agr. Diridoni Daniele

Torre del Lago Puccini

Mar 2010/Sep 2019

Issue d.d.t., invoicing, registration of invoices, sales and purchases in accounting, drafting of the income statement and closing VAT, management of appointments and deadlines, secretarial duties, relations with public bodies (e.g. revenue agency) issue ri.ba. and advances invoices, customer and supplier relations, debt collection, sales and cost analysis, barcode use, area information technology - social networks and websites, privacy regulations Legislative Decree 30 June 2003, n. 196 and GDPR 2018 compliance - Green EEC plant passport and plant health legislation.

Accounting programs: Abaco Euro - Team System Range - Danea EasyFatt Enterprise- CIA Information System, from 1 January 2019 e-invoicing.
Equipment accounting, equipment recovery at customers and large distribution. Document archiving.

Administration internship

CATEF SRL

Viareggio

Sep 2009/Mar 2010

Internship and subsequent occasional collaboration in the areas of billing and invoicing, administration, accounting (double entry registration), secretarial management, quality area and certifications. Program Accounting Team System Gamma.

Formation

Accountancy and Commercial Expert

ITC CARLO PIAGGIA

Viareggio 2002

Accountant and Commercial Expert Grade 78/100

First aid training - Group B/C

Associazione Urano

2022

program: D.LGS. 81/08 artt. 36,37 e D.M. 388/03

Training for fire brigade in medium risk activities

Associazione Urano

2022

program: D.LGS. 81/08 art. 36,37 paragraph 9 and D.M. 10 March 1998

Specific training for office staff

General training of workers

Assidal - Kattedra- Ass. Uranus

2022

Course on electronic invoicing

Confesercenti/ Cia Versilia Viareggio

2018

He learned all the news in the issuing of electronic invoices from 01/01/2019

Free online course run by Google and IAB Europe

Made in Italy - Eccellenze in digitale

2015

He learned about developing skills in web marketing, social media for businesses, customer relations, problem management, etc.. Total of 89 lessons.

English Intermediate Level

Camaione Camaione Municipal Library

2011

English intermediate level

Seminars and various courses

AGOMIR SPA - Webinar

2023

"Get value from business data with powerbi"

QUREMA SRL - Webinar

2023

Training on use and implementation on VTE CLOUD SERVER - CRM

CCIAA Tuscany North West Pisa

2022

"The prevention of the crisis of enterprise: which are the organizational structures demanded to the enterprises?"

CCIAA Lucca Lucca

2010

"Supervision and intervention by customs offices in the field of compliance with Community and national legislation on imported products"; "The new reporting obligations Intrastat"; "The company on the web: the domain name and the protection of rights in the internet"; "Value of goods at customs".

Economics Administration and Economics of Enterprises

University of Pisa Pisa

2002-2009

Bachelor in Economics, Administration and Business Economics - Exams taken: French, Business Administration I, Public Law, Finance Economics and Business Management, Business Organization, Business History, English, Business Audit, General and Applied Accounting I, Technology of Production Cycles, Programming and Control, Professional Technology, Private Law, Labour Law.

Diplome d'etude en langue francaise

ITCT Carlo Piaggia Viareggio

2002

Passed the exam in French - grade 15/20 - level B2-C1 recognized by the French Republic

Skills

Package Office, Word, Excel, Internet, E-mail, Smartphone. Accounting programs: Team System Gamma Enterprise and Multi, Abaco Euro, Danea EasyFatt, C.I.A., Fatture in Cloud, CRM VTE CLOUD

Ability to work both in team and independently

Spoken languages

Italian Mother tongue

French Fluent

English Intermediate

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A stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the end.