



Mateo Battagliese

SALES AND ADMINISTRATION /PERSONAL ASSISTANT / ENGINEERING

➤ PROFESSIONAL PROFILE

Results-driven professional with a strong foundation in Business Administration, specializing in Operational Efficiency and high-level Client Relationship Management. I excel at implementing technology-driven solutions to streamline complex administrative workflows and maintain meticulous organizational standards.

➤ CONTACT

Phone: +598 95 756 144

Email: mateobatta27@gmail.com

➤ EDUCATION

Universidad católica

- Associate Degree in Business Administration 2024
- Agricultural Engineering – 2025

Colegio Seminario

- High School Diploma with a concentration in Economics

➤ SOFTWARE

- Microsoft Office
- Google Workspace
- ERP software
- Inventory Management Software

➤ EXPERIENCE

Head of the Sales Department

Xalixco, 2025

Comprehensive administrative support.

- Stock supervision. Cash control and overall inventory management.

Administration and Sales Closer

All in records, 2022

Client acquisition and business development.

- Spreadsheet management and administrative tasks.

Personal Assistant / Warehouse Supervisor

Ceramicarte, 2020

Organization of operations, inventory control

- management, order and procurement planning, and oversight of shipping processes.

➤ LANGUAGES

Spanish

Native

English

B2

Portuguese

Intermediate