

# Jose Algaranaz

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## SUMMARY

Experienced and highly organized personal assistant with a proven track record of providing comprehensive support to executives and professionals. Proficient in managing busy schedules, coordinating travel arrangements, and handling confidential matters with discretion. Adept at prioritizing tasks and adapting to changing priorities in fast-paced environments. Strong communication and interpersonal skills, with the ability to build positive relationships at all levels.

## EXPERIENCE

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- Oct 2021 - Present
- AGROSOLAR SRL / SANTA CRUZ, BOLIVIA**
- Management Assistant (General Management Department)**
- Provide administrative support to the management team, including scheduling meetings, preparing documents, and handling correspondence.
  - Assist with inventory management and ordering supplies as needed.
  - Generate daily sales performance reports using SAP Business One software
  - Organize and coordinate company events, meetings, and conferences.
  - Provide support to the General Manager with personal matters, including scheduling personal appointments, managing household affairs, and handling other personal tasks as needed.

## EDUCATION

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- Nov 2019
- High School Graduate**  
*ISABEL SAAVEDRA HIGH SCHOOL / SANTA CRUZ, BOLIVIA*

## SKILLS

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- Solid knowledge of office software, including Microsoft Office (Word, Excel, PowerPoint), SAP Business One and email management systems.
- Ability to manage and prioritize multiple tasks efficiently.
- Strong sense of discretion when handling sensitive and confidential information.
- Ability to interact professionally with internal and external stakeholders.
- Ability to work collaboratively in a team environment.
- Strong administrative skills, including filing, record-keeping, and document preparation.
- Strong customer service skills to ensure high levels of satisfaction.
- Languages: Spanish (native), English (advanced), Portuguese (beginner)

## Professional References

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- Ursula Plaza, Management Control Manager, Agrosolar SRL, control.gestion@ag.com.bo
- Silvia Quiroga, Assistant Legal, Agrosolar SRL, asistente.legal@ag.com.bo