

VINCENZO BELCASTRO

CONTACT

Brindisi, Italy
belcastro.cenzo@gmail.com
+39 3791022770
Nationality: Italian

LANGUAGES

Italian

Native

English

C1 — Fluent

German

B2 — Advanced

KEY COMPETENCIES

- Aviation safety & compliance
- Administrative coordination
- Database & records management
- Report compilation & statistics
- Filing systems & archiving
- Conference & event organization
- Staff onboarding & training
- Budget monitoring support
- Procurement & logistics
- Client orientation

IT SKILLS

MS Office (Excel, Word, PPT)
CRM Systems (Zendesk)
ERP Software (TurboMed)
Database Management

EDUCATION

BSc Economics & Tourism

E-Campus University
2024 — in progress (3rd year)

Classical Studies Diploma

Liceo B. Marzolla, Brindisi

ADDITIONAL INFO

EU Citizen

Available immediately
Based in Brindisi, Italy
Valid driving license (B)
Forklift Certificate

ADMINISTRATIVE & LOGISTICS SUPPORT SPECIALIST

PROFESSIONAL SUMMARY

Administrative and logistics support professional with over 5 years of experience across aviation operations, clinical administration, corporate facility management and B2B commercial coordination in international environments. Direct aviation experience as cabin crew with Ryanair, including safety compliance, occurrence documentation and operational reporting under EASA regulations. Strong track record in records management, database administration, procurement coordination, staff onboarding, conference organization and structured reporting. Experienced in working with ERP systems, CRM platforms and administrative databases in multicultural, compliance-driven settings. Fluent in English and Italian, with advanced German.

PROFESSIONAL EXPERIENCE

Store Manager — Operations & Administration

Nov 2023 — Present

Enobottega Fantini Wine Store, San Vito del Normanni, Italy

- Managed daily administrative and operational activities: invoicing, payment processing, supplier documentation and regulatory compliance
- Maintained structured records and database for 500+ product lines, ensuring data accuracy across inventory, pricing and supplier documentation
- Coordinated procurement cycle with 15+ suppliers: purchase orders, delivery scheduling, quality verification and budget monitoring
- Compiled periodic performance reports covering sales, inventory turnover and operational KPIs for management review

Sales & Events Representative — B2B (DACH Market)

May 2023 — Nov 2023

Barilla GmbH, Hamburg / Berlin, Germany

- Coordinated logistics for international trade fairs and corporate events: venue liaison, material preparation, scheduling and on-site operations
- Prepared briefing materials, commercial documentation and presentation support for B2B client meetings in Italian, English and German
- Managed administrative aspects of client relations including contract documentation, correspondence and post-event reporting

Operational Planner — Clinical Admin & Operations

Jun 2023 — Oct 2023

Sporthopaedicum Berlin, Germany

- Maintained and organized clinical and administrative records in strict compliance with internal procedures and German healthcare regulations
- Operated dedicated ERP software (TurboMed) for inventory tracking, supplier coordination and resource planning across clinical departments
- Digitized, archived and distributed official documentation; updated weekly operational plans and prepared performance reports for senior management

Community Associate I > II — Facility Ops & Admin

Aug 2021 — May 2023

Signature by Regus (IWG Group), Berlin, Germany

- Provided comprehensive administrative and operational support in a multinational corporate environment serving 200+ active B2B client accounts
- Maintained client, contract and service databases ensuring data accuracy, confidentiality and compliance with established procedures
- Coordinated procurement, inventory tracking, office logistics and vendor relationships; prepared budget documentation and operational reports
- Administered onboarding and training of new staff members on office procedures, CRM systems and operational protocols
- Organized meetings, managed the centre's common email account and maintained official communication logs

Customer Support Specialist — Trilingual (IT/EN/DE)

Feb 2021 — Aug 2021

Klarna Billpay CH, Berlin, Germany

- Processed and analyzed 40+ daily customer cases in Italian, English and German using Zendesk CRM, maintaining accurate records and case documentation
- Coordinated with internal departments to resolve complex cases; reported recurring issues and data trends to management

Flight Attendant — Aviation Safety & Compliance

Oct 2018 — Apr 2020

Crewlink / Ryanair, European Operations

- Operated under EASA aviation safety regulations for nearly 2 years across European routes, ensuring strict compliance with safety procedures, security protocols and emergency preparedness standards
- Completed and maintained onboard operational documentation including cabin logs, safety checklists, occurrence reports and daily financial reconciliation
- Participated in regular safety and security training, recurrent assessments and briefings; applied safety procedures in real operational conditions
- Delivered service to 180+ passengers per flight in a high-pressure multilingual environment, managing incidents and anomalies according to established protocols

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CONTATTI

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Nazionalità: Italiana

LINGUE

Italiano: Madrelingua

Inglese: C1 — Fluente

Tedesco: B2 — Avanzato

PROFILO PROFESSIONALE

Professionista nel supporto amministrativo e logistico con oltre 5 anni di esperienza in contesti internazionali, tra aviazione, sanità e ambienti corporate. Esperienza diretta nel settore aeronautico con focus su sicurezza, conformità normativa e reportistica operativa. Solida competenza nella gestione di database, coordinamento approvvigionamenti, onboarding del personale e organizzazione eventi. Abituato a lavorare in ambienti multiculturali e orientati alla compliance.

COMPETENZE CHIAVE

- Sicurezza aeronautica e conformità
- Coordinamento amministrativo
- Gestione database e archivi
- Reportistica e analisi dati
- Organizzazione eventi e conferenze
- Onboarding e formazione personale
- Monitoraggio budget
- Logistica e approvvigionamento
- Orientamento al cliente

COMPETENZE INFORMATICHE

MS Office (Excel, Word, PowerPoint)

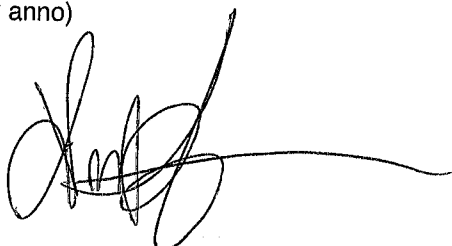
CRM (Zendesk)

ERP (Turbomed)

Gestione database

ISTRUZIONE

Laurea in Economia e Turismo — in corso (3° anno)



Università E-Campus

Diploma di Liceo Classico — Liceo B. Marzolla, Brindisi

ESPERIENZA PROFESSIONALE

Store Manager — Operazioni & Amministrazione (Nov 2023 — Presente)

Gestione attività amministrative e operative: fatturazione, pagamenti, documentazione fornitori e conformità normativa. Coordinamento approvvigionamenti e monitoraggio budget. Redazione report su vendite e KPI.

Sales & Events Representative — B2B (Mag 2023 — Nov 2023)

Organizzazione logistica di fiere ed eventi internazionali. Preparazione documentazione commerciale e supporto a clienti B2B in italiano, inglese e tedesco.

Operational Planner — Amministrazione Clinica (Giu 2023 — Ott 2023)

Gestione documentazione clinica secondo normative tedesche. Utilizzo ERP per pianificazione risorse e gestione fornitori. Reportistica operativa per il management.

Community Associate — Facility & Administration (Ago 2021 — Mag 2023)

Supporto amministrativo in ambiente corporate multinazionale. Gestione database clienti, onboarding personale, logistica ufficio e report operativi.

Customer Support Specialist (Feb 2021 — Ago 2021)

Gestione casi clienti multilingua tramite CRM. Analisi problematiche e report su trend ricorrenti.

Assistente di Volo — Sicurezza Aeronautica (Ott 2018 — Apr 2020)

Applicazione normative EASA, gestione sicurezza a bordo, documentazione operativa e assistenza passeggeri in ambiente ad alta pressione.