



Roberto Portoghesi

Administrative Operations Lead

Role

Oversees administrative and organisational processes, contributing to document management, the financial monitoring of projects and the coordination of operational activities with technical offices, professional advisors and suppliers. Brings to Immoveo more than forty years of experience in the banking sector, where he held branch deputy manager and branch manager positions, developing strong expertise in organisational management, operational coordination and stakeholder relationship management.

Key skills

Administrative & Operational Accounting	Management and supervision of administrative and documentation activities supporting real estate operations and construction projects.
Document Management & Reporting	Updating construction project accounting records, managing financial information and preparing the documentation required to ensure the smooth progress of operations.
Operational Coordination	Coordination of operational workflows and liaison with technical offices, professional advisors and suppliers to ensure continuity and efficient project execution.
Client Relations & Complex Organisations	Extensive experience in managing relationships with clients, organisational structures and operational processes gained throughout a long career in the banking sector.

Education & Certifications

Education	Diploma in Accounting and Banking Techniques, Vilfredo Pareto Technical Commercial Institute, Rome.
Certifications	Workplace Health and Safety Training – Intesa Sanpaolo Group.
Relevant Training	Extensive professional experience and continuous training in administrative and organisational management and customer relationship management within the banking sector.

Previous Professional Experience

Company	Position	Responsibilities
Fabio Segatori Chartered Accountancy Firm – Consultant to the Court of Rome	Consultant	Provided consulting services on banking litigation matters, with a focus on the analysis of compound interest (anatocism), usury, and interest charges applied to current accounts and financing agreements.
Istituto Bancario San Paolo di Torino – San Paolo IMI S.p.A. – Intesa Sanpaolo	Branch Manager	Extensive experience in the operational management of retail bank branches, coordinating administrative activities, managing customer relationships and overseeing organisational processes.
Italian Army – Non-Commissioned Officers Training School	Non-Commissioned Officer	Technical training and operational duties as an electronics specialist responsible for radar systems supporting anti-aircraft defence units.

Seasonal Hospitality Facilities	Reception & Customer Service Assistant	Managed guest reception and customer support within tourism and hospitality environments.
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