

## Manager

Femeie, 30 ani, superioare incomplete studii.



**Datele de contact ale candidatului sunt contra cost. Detalii aici: <http://www.rabota.md/cv/>**

Salariu	7000 MDL
Program de lucru	Full-time
Chișinău	Chișinău
Calatorii de afaceri	disponibil pentru detașări de serviciu

## Experiența de muncă

9 ani și 5 luni

iulie 2016 - până în prezent  
7 ani și 10 luni

### Senior Project Coordinator

**WorkFor - European Employment Solutions**  
(Chișinău), Personal muncitor

- Manage the use of human resources. Organizing recruitment and placement of required staff. Establishing organizational structures within the company.
- Delegate tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance.
- Plan and support operation activities
- Assist the client and contractors to understand country specifics, statutory legislation and their rights as an employee.
- Guide professionals on the local mandatory declarations.
- Increase the effectiveness and efficiency of Support Services through improvements to each function (HR, IT, Payroll) as well as coordination and communication between functions.
- Drive initiatives in the management team and organizationally that contribute to long-term operational excellence.
- Providing consulting services on matters related to fund-raising, tax and insurance questions, and business structure and growth.

septembrie 2014 - mai 2016  
1 an și 7 luni

### Библиотекарь/ консультант/ секретарь

**"Deutscher Lesesaal" in Chisinau in B.M. "B.P.Hasdeu" Partner de Goethe-Institut din Bucurest**  
(Chișinău), Organizații non-profit, voluntariat

Принимала телефонные звонки, консультировала посетителей в сфере обучения за границей и обучения немецкому языку, проведение мероприятий с посольством Германии и фотосъёмка самих мероприятий, участие на международных выставках культуры и книг, сотрудничество с приезжими волонтерами с целью привлечения внимания преподавателей, студентов, школьников к обмену культурами и знаниями с приезжими гостями  
Добились увеличения посетителей и сумели заинтересовать приезжающих

туристов, волонтеров в сотрудничестве с культурным центром

mai 2015 - octombrie 2015  
5 luni

## Manager/ team lead in Merchandise and Games

### Carowinds amusement park

(14523 Carowinds Blvd, Charlotte, NC 28273, United States), Vânzări

Консультация посетителей парка, продажа и реклама игр, оперирование деньгами, работа на кассе, управление командой, (Staffing) умелое распределение работников по играм с целью увлечения прибыли, ЗА время работы удалось увеличить продажи игр, разработать и ввести новые игры с целью привлечения большего количества посетителей, управляя вверенной командой добилась сплоченности и синхронной отлаженной работы сотрудников

## Recomandari

Acest candidat are recomandari de la fosti angajatori, pe care le puteti vedea achitând pentru acces.

## Education

## Studii superioare incomplete

Sunt studenta

Academy of Economic Studies, Administration in Banking and Finance  
Master's degree in Administration in Banking and Finance

până in 2016

IRIM, Economie Mondiala si REI  
Economie Mondiala si REI

## Instruire continua, cursuri de formare

2013

Alliance Francaise de Moldavie in , or. Chişinău.

## Competente-cheie

Уверенный Пользователь ПК  
Владение языками( Русский и Персидский родной язык)  
Знание первичной бухгалтерии

## Competente lingvistice

Rusa	Materna
Romana	Fluent
Engleza	Fluent
Franceza	Comunicare
Turca	Elementar

## Informații suplimentare

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Calatorii de afaceri	disponibil pentru detașări de serviciu
Cetățenie	Moldova
Despre mine	<p>I am energetic, a fast learner. Love learning new skills and not afraid of challenges. Not afraid of failing and admitting my mistakes. Self-organized and getting things done. I collaborate with my teammates in the best way to accomplish the tasks and i am team leader. I want to be part of the fast-moving team that likes to work hard and have fun.</p>