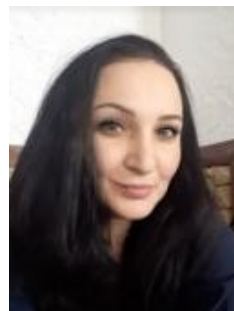


Manager Coordinator / English Speaking

Femeie, 44 ani, superioare studii.



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

Salariu
Program de lucru
Chișinău

Sal. negociabil
Munca la domiciliu / Freelance
Chișinău

Experiența de munca

14 ani și 7 luni

mai 2019 - până în prezent
4 ani și 11 luni

Project Manager

AGV Service Group
(Chișinău), Consultanta, dezvoltarea strategica

- Provides information by answering questions and requests;
- Resolves administrative problems by analyzing information;
- Maintains continuity of work operations by documenting and communicating needed actions to management, discovering irregularities, determining continuing needs.
- Maintains rapport with customers;
- Accomplishes department and organization mission by completing related results as needed.

mai 2018 - mai 2019
1 an

Office Manager

"Maestro-Nut"
(Chișinău), Activitatea administrativa, secretariat

- Manage all aspects of operations so as to ensure a smooth running of the office;
- Supply management and inventory control;
- Assist with planning corporate events and meetings, - make travel arrangements;
- Keep management and colleagues informed regarding upcoming events;
- Assist in compiling various reports, team meetings briefs, etc. making sure all information is up to date;
- Prepare internal orders, control correspondence, answer phone calls and emails;
- Act as the main contact person for suppliers, clients, state institutions.

aprilie 2017 - februarie 2018

Business Consultant

10 luni

M Business Center, Conrad Hotel, Dubai UAE
(Dubai UAE), Consultanta, dezvoltarea strategica

- Arrange the meetings with the clients to Set up their Companies;
- Organise and execute assigned corporate and sponsorship according to the clients business activities;
- Develop detailed business setup procedure;
- Meet with assigned clients when needed and perform an initial agreement;
- Collect information about the client's business and arrange the procedure of their license setup;
- Follow up with PRO and client, regarding License Registration procedure;
- Providing the customers with the high-level service.

septembrie 2014 - martie
2017
2 ani și 5 luni

Receptionist cum Secretary

Meera Al Sham Global
(Dubai, UAE), Activitatea administrativa, secretariat

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.

iulie 2013 - septembrie 2014
1 an și 2 luni

Senior Sales

"Giorgio Armani" Dubai
(Dubai, UAE), Vinzari

- Greeting customers as they enter the store;
- Quickly and accurately determining their possible needs, and recommending merchandise to them;
- Restock and return unwanted merchandise to the appropriate storage area;
- Operate the cash register in an efficient manner;
- Inform customers of ongoing store promotions when appropriate;
- Assist fellow team members with larger tasks throughout the day;
- Greet and thank customers for their business.

mai 2003 - august 2007
4 ani și 3 luni

Receptionist

"Sheraton Hotel" Nigeria, Ikeja
(Lagos), Activitatea administrativa, secretariat

- Welcome and greet guests;
- Answer and direct incoming calls;
- Inform guests of hotel rates and services;
- Make and confirm reservations for guests;
- Register and check guest's in and close guest accounts and check guests out;
- Maintain clear and accurate records of guest room bookings;
- Compute all guest billings, accurately post charges to guest rooms and house accounts;
- Provide accurate information about local attractions and services;
- Complete and maintain any incident reports, daily activity reports or other reports requested by management;
- Manage conference room bookings and scheduling;

- Review accounts and charges with guests during the check-out process;
- Process accurate payment of guest accounts.

Recomandari

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

Education

Studii superioare

până in 2016 University of European Political and Economic Studies "Constantin Stere"
Chisinau, Moldova, Bachelor degree in European Political and Economic Science
Consulate Representative

Competente-cheie

- Communication;
- Ability to Work Under Pressure;
- Decision Making;
- Self-Motivation;
- Teamwork;
- Conflict Resolution;
- Approachable,
- with great Attention to Details and a Professional Attitude;
- Professional planning and organizational skills.

Competente lingvistice

Romana	Materna
Rusa	Fluent
Engleza	Fluent

Informații suplimentare

Cetățenie	Moldova
Despre mine	-Hard working, self-motivated and flexible.
	-Friendly personality and ability to engage customers.
	-Strong work ethic and desire to succeed.
	-Possess a polite and helpful manner.
	-Willing to learn and improve, positive and professional attitude, confident and articulate.
	-Quick thinking, fast learner.
	-Diplomatic and tact.

