

Преподаватель

Bărbat, 45 ani, superioare studii.



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

Salariu	Sal. negociabil
Program de lucru	Full-time
Chișinău	Chișinău
Calatorii de afaceri	disponibil pentru detașări de serviciu

Experiența de muncă

19 ani și 4 luni

aprilie 2019 - august 2020
1 an și 4 luni

COPROPRATE TRAINER OF ENGLISH

Mobile Services company "UNIFUN", Chisinau, Moldova, (2019-2020)
(Chișinău), IT, Internet

- Provided training of English language at different levels (up to advanced level) to employ-ees of the company (interns, IT specialists and department managers) in small-sized groups (8-12 people)
- Created and tailored entire study course specifically for target (corporate) audience, based on their needs, requirements and practical effectiveness in their work environment. Pro-vided personal support before and after training sessions.
- Gave special emphasis to communication/verbal skills similar to those used in native Eng-lish-speaking environment.

ianuarie 2016 - ianuarie 2018
2 ani

OFFICE MANAGER

International Study Centre "Diana Princess of Wales", Diss, UK, (2016-2018)
(Diss), IT, Internet

- Managed office tasks, handled all type of equipment, managed orders, did accountancy to small level, coordinated work with clients and peers and partners in business. Tracked ri-vals and communicated a lot with them to keep up to date with latest trends.
- Provided assistance to director, office management and senior workers.
- Acted as an in-house trainer for staff, additionally carried out training courses for outside groups on regular basis on subjects such as business, computer training and personal ef-fectiveness. Occasionally did English language courses for foreign students.

ianuarie 2006 - ianuarie 2016

BUSINESS MANAGER

10 ani

Health centre of alternative medicine, Cyprus – UK, (2006 -2016)
(London), Activitate administrativă, secretariat

- Management of office duties, administrative work in company, support in major company's strategic decisions.
- Took care of accounting to small extent, coordinated financial issues, took care of clients' orders and oversaw fulfillment of everything from start to finish.
- Coordinated communication with clients, publishers, newspapers, magazines, potential advertisers and other business in the same field to keep track of changes and new up-dates. Cooperated with other business on mutual agreements and mutual benefits in part-nership.
- Provided consultations and support over the phone, Skype and by other means to all po-tential clients, took care of future orders, provided compliance with all regulations.

ianuarie 2003 - ianuarie 2004
1 an

SALES ADVISOR, TEAM LEADER

Sky Television Digital, Scotland, United Kingdom, (2003-2004)
(London), IT, Internet

- Managed sales and supply of Sky digital boxes, Sky channel packages, Sky equipment, Sky subscriptions and many other types of services related.
- Provided customers with tailored package of Sky services and equipment.
- Training sessions, presentations and group work to improve quality of service and rela-tions in group. Group seminars and support to keep high level of sales.
- Managed and assisted others with achieving personal targets and sales goals, group management, support for peers.
- Provided support in cancellation department, provided help and support for new members of the group. Took care of customers portfolios, finance, and managed payment gateway to fulfil all necessary orders or cancellations as well. Turned the clients in after cancella-tions for additional bonuses and incentives to stay with the company and did the best to make them satisfied again.

ianuarie 2001 - ianuarie 2002
1 an

SENIOR TRAINER, COURSE MANAGER

Wembley College of Computing Personnel, London, UK, (2001-2002)
(London), IT, Internet

- Assisted director of the company in many issues (strategic, financial, operational and hu-man-related aspects) to make the company stronger operations-wise and to improve overall image of the brand.
- Provided intense training of computer courses to number of groups from different fields, also personal one-to-one training.
- Provided new courses, new ideas and new creative solutions for the college and also in-troduced new ways of teaching by utilizing new technologies.
- Provided support for students, peers and management in teaching areas.
- Delivered good results in student's performance during exams, sessions and outside the classes.
- Trained various categories of people from young to elderly (65 and above) and trained people from various social backgrounds and from ethnic backgrounds. Handled diversity and equality very well without any issues during my entire term of work.

ianuarie 2000 - ianuarie 2001
1 an

CAFÉ ADMINISTRATOR, IT TRAINER

Brent Cross Internet Café, London, United Kingdom, (2000-2001)
(), IT, Internet

- Managed company's department with Internet café and workshop section within.
- Provided computer courses for private and corporate clients, certificate issuing, computer workshops, sales and marketing of services to public and private clients, staff training and courses compilation for tailored needs.
- Management of network and all equipment inside.
- Accountancy and cash handling, client handling and support, staff training.

ianuarie 1997 - ianuarie 2000
3 ani

IT AND OFFICE MANAGER, GRAPHIC DESIGNER

Oil and gas research company "Nadra", Ukraine, (1997-2000)

(), IT, Internet

- Managed office administrative work, worked with files, informational content, large amount of correspondence and communication material. Handled all equipment and archives in conventional and electronic form.
- Provided support in storage of data. Handled security of all files, oversaw security of inner network. Handled all graphic work, including audio and video content (processing, modify-ing, editing and distribution).
- Travelled to worldwide exhibitions and conferences with management of the company providing translations, interpretations and communication services.
- Worked closely with international partners, communicated company's needs to companies across the globe, provided marketing and other materials to potential clients abroad. Man-aged all correspondence with foreign business partners.

Education

Studii superioare

până in 2017	Stonebridge Associated Colleges, UK, 2016-2018, Education and Training CERTIFICATE IN EDUCATION AND TRAINING (UK Level 4) – 2-year study
până in 2004	Middlesex University, Business School, London, UK, 2002 – 2004, Business Administration MASTER OF BUSINESS ADMINISTRATION (Merit)

Instruire continua, cursuri de formare

2001	MICROSOFT CERTIFIED SYSTEMS ENGINEER 2000 (Certificate) in Microsoft Examination Centre, CCP college, London, UK, 2000-2001, or. London.
1999	Certificate in Technical Translation Russian-English in University of Oil and Gas (Ukraine), or. Ivano-Frankivsk.

Competente-cheie

Коммуникации, особенно в англо-язычной среде, знание компьютеров, навыки работы в различных областях, творческий подход к решению задач, преподавание английского на различных уровнях.

Competente lingvistice

Rusa	Materna
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Romana	Nu cunosc
Engleza	Fluent
Ucraineana	Fluent

Informații suplimentare

Calatorii de afaceri	disponibil pentru detașări de serviciu
Cetățenie	Ucraina, Marea Britanie
Permis de conducere	B
Despre mine	Люблю всё, как все нормальные люди - отдых на природе, спорт, общение, книги, музыку, поездки, встречи с интересными и весёлыми людьми.