

## Caut lucru

Femeie, 23 ani, medii de specialitate studii.



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

Salariu	10000 MDL
Program de lucru	Full-time
Chișinău	Chișinău
Calatorii de afaceri	disponibil pentru detașări de serviciu

## Experiența de munca

1 an și 2 luni

decembrie 2020 - martie 2022  
1 an și 2 luni

### Bookkeeping Agent

**Data Pro SRL**  
(Chișinău), IT, Internet

Bookkeeping - Updating financial information in award-winning world-class software.  
Completing accounting tasks and preparing reports - Ensuring timeliness and accurate financial transactions.  
Primary processing of documents - the introduction of financial invoices and statements in own ERP system.  
Special tasks for management.

## Education

## Studii medii de specialitate

Sunt studenta	Academia de Studii Economice din Moldova Marketing si Logistica
până in 2020	Colegiul National de Comert al ASEM Marketing si Contabilitate

## Instruire continua, cursuri de formare

0	Curs de limba Engleza Nivelul A1-A2 in Centru Educational Quo Vadis, or. Chișinău.
---	--

## Competente-cheie

PC user level

I know how to work with documents, with a cash register, in the 1C Program.

## Competente lingvistice

---

Romana	Materna
Rusa	Fluent
Engleza	Medium

## Informații suplimentare

---

Calatorii de afaceri	disponibil pentru detașări de serviciu
Cetățenie	Moldova
	Responsible , punctual, Attention to detail
Despre mine	I love communicating with people I am a positive person I can keep in touch with people I am looking for a long-term job, which will give me an increase in my personal career and the development of new knowledge and skills.