

Project manager

Femeie, 35 ani, superioare 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

8 ani și 11 luni

martie 2013 - octombrie 2019
6 ani și 7 luni

Boutiques Supervisor

Boutique Matrioshka
(Moscow), Vinzari

- Supervising a group of sales consultants
- together with commodity experts: coordinating the movement of goods in a network of shops: delivery, shipment, reception
- Control of merchandising in the field (boutiques)
- Recruiting, training, adaptation and support of new employees
- Preparing teaching materials for new employees
- Increasing the sales level
- Preparing and maintaining the work schedule of employees (16 people)
- Reporting, document flow and interaction with accounting department
- Participation in launching the new stores: preparation and equipment of the workplace for the shop-assistant, the design of the store and its full preparation for active sales process
- Interaction with suppliers: filling in the goods orders, mutual settlements
- Taking part in direct sales process: communication with clients, consulting, direct sales
- Acceptance of goods, pre-sale preparation, merchandising

august 2012 - februarie 2013
6 luni

Personal Assistant

Mayak Estate Management
(Moscow), Activitatea administrativa, secretariat

- Maintaining entire family's schedule and organized events
- Managing large range of services including pet care, phone screening, shopping and bill paying to provide clients with premium family time
- Investigating topics such as car for the general director, hotels, flight options and produced concise summaries for general director's use
- Maintaining appropriate filing of personal and professional documentation
- Responding to emails and other correspondence to facilitate communication and enhance business processes

- Utilizing personal and professional networks to identify, acquire and manage new clients
- Updating executives on changing business needs by thoroughly documenting internal and client meetings
- Arranging domestic and international travel plans and itineraries, including flight, car service and restaurant reservations-
- Monitoring household expenditures and budgeted for necessities, including groceries and household utility payments
- Writing reports, executive summaries and newsletters
- Coordinating and planning vacations for family

octombrie 2010 - august
2012
1 an și 10 luni

Secretary/office Manager

International Centre For Innovations In Science And Technology
(Moscow), Stiinta, educatie, formare profesionala

- Maintaining the business correspondence
- Travel support for the CEO, translations, administrative office support
- Registering and filing all incoming contracts
- Processing incoming finance and accounting documents, managing personal files of employees, answering and redirecting phone calls
- Maintaining office supplies by checking stocks and placing orders.
- Setting travel arrangements and gathered documents for management and executive staff meetings and trips.

Education

Studii superioare

până în 2010

Balti State University Alecu Russo, Faculty of Foreign Languages
English Department

Instruire continua, cursuri de formare

2010

continuing education student in University of Vermont,USA, or. Vermont,USA.

Competente-cheie

- Computer skills: Microsoft Office, Internet
- Problem solving
- Strategic planning
- Data collection and analysis
- Leadership and flexibility
- High communication ability
- Quick learning ability
- Teamwork and interpersonal relationships
- Analytical thinking

Competente lingvistice

Rusa	Materna
Romana	Comunicare
Engleza	Fluent

Germana	Elementar
Spaniola	Elementar

Informații suplimentare

Calatorii de afaceri	disponibil pentru detașări de serviciu
Cetațenie	Moldova
Despre mine	Well-coordinated in handling diverse office tasks while leading administrative teams to meet demanding performance targets. Good budget management, payroll administration and office organizational skills. Effectively organize resources and clerical support to maintain smooth and efficient operations and enhance team success.

Rețele sociale

Acest candidat are trimeri la paginile sale pe rețelele sociale, pe care le puteți vedea achitând pentru acces. Detalii aici: <https://www.rabota.md/ro/prices/cv>