

HR, Customer service

Femeie, 26 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
Full-time
Chișinău

Experiența de munca

1 an și 2 luni

septembrie 2020 - decembrie 2020
2 luni

Warehouse operative

Easter Lauder
(England), Industrie, producție

- .Updating system records online and managing records in store
- Ensuring all the required materials (products and packaging) are ordered and delivered on time
- Processing individual orders in accordance with the requirements and safety policy and legislation
- Packing goods for online customers and machine operation
- All hands-on management support

septembrie 2019 - martie 2020
5 luni

B2B Lead Generation

Lead forensics
(), Marketing, publicitate, PR

- Business to business (B2B) lead generation via social media platforms
- Regular preparation of reports to Team Management on the targeted and generated business
- Maintenance of customer records on the internal database
- Potential evaluation and business analysis

decembrie 2018 - iulie 2019
7 luni

Administrative/ HR Assistant

VABE Transport LTD
(), Activitate administrativă, secretariat

- Office Management and full administrative support to the Management Team
- Managing company's inbox, manual enquiries in person and over the phone
- Maintaining employee records using company's e-system
- Preparing employment contracts to new employees, managing sickness records, physical files etc

- Working closely with employment agencies who supply the company with temporary staff
- Negotiating job advertising prices with newspapers and job boards
- Advising senior managers on salary rates for new employees, based on comparable market rates
- Uploading vacancies onto job boards and writing up job descriptions
- Messaging and events arrangement, taking notes on request

Education

Studii superioare

până în 2020

Free International University of Moldova, International Relations
International Relations

Competente-cheie

Highly organised with an attention to details, displaying the utmost discretion when dealing with any sensitive or personal issues/data
Professional working knowledge of Data Protection Act and GDPR
IT/Microsoft Office (Word, Excel and PowerPoint), Internet and email systems (all advanced) Languages: Romanian (native), English and Russian (proficient)
Knowledge in the use of various electronic client databases
Hardworking, flexible, adaptive and open to change
Self-motivated and productive team player
Positive, highly responsible and ethical

Competente lingvistice

Romana	Materna
Rusa	Fluent
Engleza	Fluent

Informații suplimentare

Cetățenie	Moldova, Romania
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Permis de conducere	B
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Despre mine	<p>Highly organised, self-motivated and approachable Ana is looking for a new challenge. As a hardworking and supportive individual will bring valuable contribution to any team and i am always open to continuous professional development and experience.</p> <p>Effective planning and confidence in handling documentation, ensures My attention to detail and ability to deliver time critical results. These strengths align with extensive experience of successfully resolving issues and managing projects. Ana also maintains an open mind, positive outlook and ability to multitask and prioritise workloads. This ensures Ana consistently produces high standards of work and deadline delivery. Ana remains polite, courteous and discreet with respect to all team members.</p>
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