

## 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

Permis de conducere B

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.

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.

Despre mine

