

Support specialist

Женщина, 25 лет, высшее образование.



Контактные данные соискателя доступны только на платной основе. Подробнее по ссылке: <http://www.rabota.md/cv/>

Зарплата	20000 MDL
График работы	Полный рабочий день
Кишинев	Кишинев
Командировки	готов к командировкам

Опыт работы

4 года и 2 месяца

сентябрь 2021 - по
настоящее время
2 года и 9 месяцев

Sales Manager/ support manager

Expert Market Group SRL
(Кишинев), Продажи

- Monitoring Company main email Address.
- Incoming and outgoing correspondence
- Redirecting the emails to the right department
- Looking for potential clients. Discuss with them about work process
- Confirming legal details getting the agreement filled and working on daily sales process
- Driving the sales process from plan to the end.
- Presenting sales, revenue and expenses reports and realistic forecast to the management team
- Identifying emerging markets and market shifts while being fully aware of new products and competition status

март 2020 - август 2021
1 год и 5 месяцев

talk-show reporter

GMG PRODUCTION
(Кишинев), СМИ, издательства

- Show name was TRUTH TIME- where people were getting support and help in solving their life problems
- had my working schedule sometimes from early morning - even 6 am – till 9-10 pm when needed to travel and convince people to give the interview and reveal the truth about their story on TV – on camera .
 - I was searching for the show Topic among the news and other sources .- getting approval from producer on that topic
 - Finding the people involved (their contact details , address)
 - Contacting the people to find out more details and convincing them to give me the interview on camera and participate in our show .
 - Writing all the show scenario , with all the details and text for all the participants.
 - Getting final approval.
 - Monitoring closely all the show and offering the needed help to all participants

Образование

Высшее образование

по 2021

USM, Jurnalism și științe ale comunicării
Jurnalism

Instruire continua, cursuri de formare

2020	Method of blind typing on a keyboard(Solo) English and Russian languages. в , г. Кишинев.
2019	Time management training with Gleb Arkhanghelski в Gleb Arkhanghelski, г. .
2016	Business Englis в , г. .
2015	Miccrosoft office course (word , Exccel, Power point) в , г. .
2015	English Lessing в ILTC school, г. Кишинев.

Ключевые навыки

EXPERIENCE WITH COMPUTERS
Microsoft Windows;
office suite MS Office: Word, Excel; PP,

Владение языками

Русский	Родной
Румынский	Разговорный
Английский	Разговорный

Дополнительная информация

Командировки	готов к командировкам
Гражданство	Молдова
Водительские права	B
Личный автомобиль	есть личный автомобиль
О себе	ADDITIONAL INFORMATION Willing to travel; Willing to relocate Driving license cat. "B" HOBBIES Books, Cooking Traveling, Sport(Fitness, GYM)

