

## 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	В
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)

