

Data Entry Specialist, Product manager, costumer support, assistant

Femeie, 27 ani, superioare studii.



Datele de contact ale candidatului sunt contra cost. Detalii aici: <http://www.rabota.md/cv/>

Salariu	19500 MDL
Program de lucru	Full-time
Chișinău	Chișinău
Calatorii de afaceri	disponibil pentru detașări de serviciu

Experiența de munca

2 ani și 10 luni

mai 2021 - iunie 2023
2 ani și 1 luna

Buyer

Sova-Max Trading(
(Chișinău), Achiziții, aprovizionare

-Research and identify potential sources of surplus printing supplies(contacting printing companies, distributors, manufacturers, or other organizations that may have excess or unused printing supplies.)
Handled customer enquires via emails in a fast manner
Seek and partner with reliable vendors and suppliers;
Craft negotiation strategies and close deals with optimal terms;
Assess Quality and Condition(inspect and assess the quality, condition, and usability of the surplus printing supplies.)
Creating purchase orders, coordinating shipping or pickup arrangements.
Resolving issues or complaints,requesting credit notes
Control of all post-purchase activities(logistics, accounting)

septembrie 2019 - iulie 2020
9 luni

Patient Representative

ClinicExpert
(Стамбул), Vânzări

Cold calls
Sell of surgeries
Win new patients
Arrange appointments with doctors
Interpretation for foreigner patients during the surgery
Writing reports
Providing training for staff in order to develop the department and improve the quality of services;
Handling complaints and difficult cases
Monitor competitor activity and competitors' products

Education

Studii superioare

până în 2020

Aydin University, Faculty of Foreign Languages
English literature

Instruire continua, cursuri de formare

2023	Секреты самореализации in Елена Бутук, or. Chişinău.
2023	Лидерство.Мотивация. in Елена Адамова, or. Chişinău.
2022	Общение и эмоции in Vladimir Simin, or. Chişinău.

Competente-cheie

-CRM
-Power point
-Excel
-Google docs

Competente lingvistice

Rusa	Materna
Romana	Medium
Engleza	Fluent
Turca	Comunicare

Informații suplimentare

Calatorii de afaceri	disponibil pentru detașări de serviciu
Cetățenie	Moldova
Despre mine	Very communicative person with lidership qualities. Sustainable for work under pressure. Quick understanding of tasks. Able to work on own initiative or as a part of a team