

Manager / Admin

Femeie, 36 ani, superioare studii.



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

Salariu	20000 MDL
Program de lucru	Full-time
Chișinău	Chișinău
Calatorii de afaceri	disponibil pentru detașări de serviciu

Experiența de munca

5 ani și 11 luni

martie 2020 - ianuarie 2023
2 ani și 10 luni

Administrator contract

Hazelwood Practice
(Londra), Medicină, farmacie, medicină veterinară

In charge of the contract between National Health Service (NHS) and the practice regards Oral Surgery field (Level 2 IMOS). In management all the patient's referrals from the General Dentist Practitioner (GDP) which are sent to our Oral Surgery Department from the moment of receiving until the moment of discharging. Responsible for sending the referrals to a level 3 provider for treatment and for sending reports and discharging letters back to GDP. Preparing monthly reports for NHS. Taking phone calls from the NHS and the private line, checking patient's details and providing support regarding appointments, also providing information about the stage of the referral. Direct work with the oral surgeon: preparing and checking the day list, X-rays, adding the triage result in each file, for each patient in our working system.

iunie 2017 - aprilie 2019
1 an și 10 luni

Administrator Departament SPA

Berd's Design Hotel
(Chișinău), Sport, fitness, saloane de frumusețe, SPA

In charge of the SPA Department (involving and the Beauty Salon) inside of a 5 star hotel. Taking phone calls, booking appointments for our guests and charging for the services. Consultancy and providing support regarding the menu, gift certificates, also preparing some of the offers for our clients. Consultancy in selling our beauty and SPA products. Also, responsible for creating a long lasting relationship with the clients, responsible for a elegant atmosphere and a perfect service. Ready anytime to offer the best support for all our guests.

iulie 2016 - septembrie 2017

Administrare/asistenta medicala

1 an și 2 luni

Super-Dent

(Chișinău), Medicină, farmacie, medicină veterinară

Working with the dentist and taking care of the dental instruments. Supplying with the necessary materials for a good development of the practice which involves making orders to the shop-partners. Preparing monthly reports regarding the stock of materials from the storage. Also, part-time receptionist responsible for booking in our internal system, charging for the services and preparing daily reports.

mai 2015 - septembrie 2015
4 luni

Receptie Hotel

IGV-Club Santagiusta Resort

(Insula Sardinia, Italia), Turism, ospitalitate

Scholarship offered by Perspectiva University from Chisinau in partnership with the Italian Agency - Europe 3000, based in Bergamo, Italy.
Guests welcoming with check-in/check-out and support in various questions.
Part of the animation team and volunteer in Mini-Club Zone.

Education

Studii superioare

până în 2016	Universitatea Perspectiva, Servicii Publice Turism
până în 2010	Colegiul National de Medicina si Farmacie, Medicina Generala Asistență medicală
până în 2006	Liceul Teoretic Boris Cazacu, Profil umanist umanist

Instruire continua, cursuri de formare

2022	IMarketing Curs in IMarketing Company, or. Chișinău.
------	--

Competente-cheie

Microsoft Office Zoom Buna Utilizare a PC Microsoft Excel Microsoft Word Android buna utilizare a rețelilor de socializare Microsoft Word Microsoft Excel Power Point Skype Internet Explorer Edge Mozilla Google Chrome google maps facebook page

Competente lingvistice

Romana	Materna
Rusa	Fluent
Engleza	Fluent

Informații suplimentare

Calatorii de afaceri	disponibil pentru detașări de serviciu
----------------------	--

Cetățenie	Moldova, Romania
Permis de conducere	B
Despre mine	Being a very ambitious and loyal person, I am a team player and I strongly believe that a well fused and coherent team can create great things. Dutiful and very punctual, I love people, all sorts of experiences and communication. I consider myself skillful, responsible and with a great experience managing deadlines.