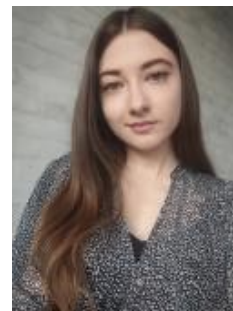


English-speaking based position, Translator, Tutor, Office Manager

Femeie, 26 ani, superioare studii.



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

Salariu	15000 MDL
Program de lucru	Full-time
Chișinău	Chișinău

Experiența de munca

6 ani și 11 luni

ianuarie 2020 - până în
prezent
4 ani și 5 luni

Eng-Rus/Rus-Eng translator

Freelance

(Chișinău), Știință, educație, formare profesională

- Written translation of texts related to various fields (economics, IT, education, food industry, etc.);
- Communication with clients via e-mail/phone;
- Provide accurate, complete, high-quality translation in dedicated time frames

iunie 2017 - octombrie 2022
5 ani și 3 luni

Sales Agent

Studio Moderna SRL

(Chișinău), Vânzări

- Establish long-term, strong, trustful relationships with potential/regular customers by handling a large volume (~30-40) of inbound calls on a day-to-day basis;
- Placement, redaction, general coordination of customers' orders in inner ERP system;
- Maintain accurate records of personal data, shipment details;
- Review and make changes to customer accounts by perform;
- Work with huge amount of information regarding company's products, analyze it, structure it and present it in comprehensible, brief way to the clients;
- Inform new/regular customers about existing promotions and deliver answers on all concomitant questions that arose from their end in the politest manner;
- Build a strong, complete understanding of additional services that company offered;
- Achieve sales targets by assessing current clients' needs in order to increase basket value of an order;
- Listen carefully and attentively customers' concerns with intention to resolve their issues and where necessary to redirect their calls into other inner departments;
- Ensure customer satisfaction;

- Sales targets implementation

Education

Studii superioare

până în 2021	Moldova State University, Faculty of Foreign Languages and Applied Linguistics Conference Interpretation and Translations, MA
până în 2019	Moldova State University, Faculty of Foreign Languages and Applied Linguistics English - Russian Translator, BA

Competente-cheie

- Upper-Intermediate English listening, written, verbal communication skills;
- Keen attention to details and adherence to deadlines;
- Remain professional and productive under pressure in fast-paced environment;
- High communication and negotiation skills;
- Ability to work independently as well as a part of a team;
- Strong computer skills and ability to adapt to new operating systems

Competente lingvistice

Rusa	Materna
Romana	Comunicare
Engleza	Fluent

Informații suplimentare

Cetățenie	Moldova
Despre mine	<ul style="list-style-type: none">- Discipline and high sense of personal responsibility;- Resilience and perseverance;- Industriousness;- Quick learner;- Multitasking;- Excellent problem-solver;- Result-oriented;- Personal integrity;- Flexible, professional and diligent with strong motivation to achieve internal set goals;- Ability to work evening shifts (till 12:00 am);- NO COLD CALLS !!!Companies specialize in financial market sales, trading, investments and other fields related to these, please, do not disturb!!!