



32 года
 Женский
 Кишинев



ТОП Навыки

- **Receiving and processing applications for the supply of goods and provision o** · 7 лет
- **Concluding contracts** · 7 лет
- **Experience working with customer accounting systems** · 7 лет
- **Skills in working with MS Office** · 7 лет
- **Experienced PC user** · 7 лет
- **Romanian** · 7 лет

Пожелания

- Полный день
- Частичная занятость
- Свободный график
- Гибкий график
- Гибрид (Дом/Офис)
- Удалённо

Языки

- **Румынский** · Базовый
- **Русский** · Свободно владею
- **Английский** · Средний

Навыки

Контактные данные предоставляются за дополнительную плату. Подробности здесь: <https://www.rabota.md/ru/prices/cv>

Менеджер

Обо мне

Multilingual professional with a background in sales, customer service. Experienced in contract negotiation, client relations, logistics, and process optimization. Skilled in MS Office, CRM tools (1C, Bitrix24), and booking systems, with proven ability to work in multicultural environments. Passionate about delivering results and enhancing customer experience.

Готова к работе в команде и индивидуально.

Коммуникабельна и пунктуальна, стремлюсь учиться и совершенствоваться.

Опыт работы

Менеджер по продажам / Контент менеджер · Icasa · Кишинев

Апрель 2017 - Август 2023 · 6 лет 5 месяцев

Selection and creation of a design project for the client, prepare proposals, prepare sales reports, issuing invoices, prepare primary documentation, concluding contracts, conducting negotiations, work with clients on incoming calls, increasing trade efficiency and increasing the number of sales, work in 1C, Bitrix 24, email, inventory and logistics management. This means optimizing purchasing processes, monitoring the availability of goods in warehouses, and ensuring timely and high-quality delivery of goods to customers.

Навыки: Receiving and processing applications for the supply of goods and provision o, Concluding contracts, Experience working with customer accounting systems, Skills in working with MS Office, Experienced PC user, Romanian, Ukrainian, English, Turkish, Russian

Менеджер по туризму · Pugaciova tur · Кишинев

Февраль 2016 - Март 2017 · 1 год 1 месяц

Answering phone enquiries, consulting potential clients (in person and by phone), study of offers on the market and optimal selection of tours at the client's request, interaction with managers from tour operators, drawing up an agreement with the client

Навыки: Receiving and processing applications for the supply of goods and provision o, Concluding contracts, Experience working

- Overcome difficult situations and make decisions
- Ability to work in a team
- Competent negotiations
- Experience with hotel
- Airline booking systems
- Maintaining current and reporting documentation
- Receiving and processing applications for the supply of goods and provision of services
- Russian
- Turkish
- English
- Ukrainian
- Romanian
- Experienced PC user
- Skills in working with MS Office
- Experience working with customer accounting systems
- Concluding contracts

with customer accounting systems, Skills in working with MS Office, Experienced PC user, Romanian, Ukrainian, English, Turkish, Russian

Желаемая отрасль

- Менеджмент

Образование: Высшее

Славянский Университет Республики Молдова

Год окончания: 2016

Факультет: Экономический

Специальность: Туризм

Курсы, тренинги

Основы ИТ

Год окончания 2020

Организатор: Skill Up

Водительское удостоверение

Категория: B