



👤 28 ani
 ♀ Feminin
 📍 Iaoveni

Preferințe

- Full-time

Limbi

- **Română** · Fluent
- **Rusă** · Elementar
- **Engleză** · Comunicare
- **Franceză** · Elementar

Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ru/prices/cv>

Auditor

Despre mine

-Good communication skills gained through my volunteering in several non-governmental organizations, activities and practice lessons at faculty, presentations during lessons on Erasmus period, promoting activities

-I am a good team worker, I have organizational skills gained as volunteer at the "Untold" festival in summer and working in the Check-In department

-good team-leading skills gained as a volunteer in the Non-Governmental Organizations

-I participated at workshop MIND THE GAP: The University and the Business Environment

Experiența profesională

Administrative Officer Internship · SC Robert Bosch SRL · Cluj-Napoca

August 2019 - Ianuarie 2020 · 6 luni

-Preparing regular administrative reports
 -Manage office supplies stock and place orders
 -Arrange travel and accommodations

Hotel Receptionist · Ary Hotel · Cluj-Napoca

Iulie 2019 - August 2019 · 2 luni

-Make and confirm reservations for guests
 -Register and check guests in and close guest accounts and check guests out
 -Complete basic cashier and bookkeeping responsibilities

Accounting Internship · S.C. Will Financial S.R.L.

Iunie 2019 - August 2019 · 3 luni

-Practice in SAGA accounting program
 -Familiarize with main accounting documents and transactions
 -Use of accounting documents

Studii: Superioare

Universitatea Babeș Bolyai

Absolvit în: 2020

Facultatea: Facultatea de Științe Economice și Gestiunea Afacerilor

Specialitatea: Licență Contabilitate și Informatică de Gestiune

University of Zagreb - Erasmus Certificate

Absolvit în: 2019

Facultatea: Faculty of Economics and Business

Specialitatea: Accounting

Universitatea Babeș Bolyai

Studiez la moment

Facultatea: Facultatea de Științe Economice și Gestiunea Afacerilor

Specialitatea: Materat Expertiză Contabilă și Audit