



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

Офисный работник, Администратор

Despre mine

- Коммуникабельна;
- Легко обучаемая;
- Стрессоустойчивая;
- Ответственная.
- Уверенный пользователь ПК;
- Владение программой UNA.md;
- Владение офисной оргтехникой;
- Знание первичной бухгалтерии.
- Пользователь 1C

Experiența profesională

Partner Relationship Manager · Business Plane Group · Chișinău

Septembrie 2024 - Iunie 2025 · 10 luni

1. Develop and maintain strong relationships with logistics partners specializing in time-sensitive and emergency deliveries.
2. Source and qualify On-Board Couriers (OBCs) for urgent hand-carry shipments across international routes.
3. Onboard OBCs and logistics partners to meet company service standards, compliance requirements, and communication protocols.
4. Collaborate with internal teams (e.g., operations, customer service, compliance) to align partner capabilities with client expectations.
5. Regularly review partner performance and drive continuous improvement initiatives.
6. Maintain clear, proactive communication with partners, OBCs, and internal teams during high-pressure, time-critical scenarios.
7. Stay informed on global logistics trends, courier networks, and regulatory changes affecting time-critical hand-carry shipments
8. Source, qualify and onboard suppliers
9. Customer registration
10. Solved a lot of tasks not related to my primary position.

Competențe: Communication and collaboration

👤 30 ani
♀ Feminin
📍 Chișinău
💰 20 000 MDL

in

TOP Competențe

- **Communication and collaboration** · 10 luni
- **Organization skills** · 10 luni

Preferințe

- Full-time
- Flexibil
- Part-time
- În locația angajatorului
- Hibrid (Oficiu/Acasă)

Limbi

- **Română** · Mediu
- **Rusă** · Fluent
- **Engleză** · Comunicare

Permis de conducere

Categoria: B

CEO Personal/Business Assistant · Business Plane Group · Chişinău

Septembrie 2024 - Iunie 2025 · 10 luni

Competențe: Organization skills

HR manager · NDA · Chişinău

August 2023 - August 2024 · 1 an 1 lună

- Recruitment and Staffing: Handling job postings, screening resumes, conducting interviews, and managing the hiring process.
- Onboarding: Facilitating the orientation and integration of new employees into the company.
- HR Analytics: Utilizing data to analyze trends, measure HR effectiveness, and inform strategic decisions.

Coach/Sales Trainer · NDA · Chişinău

Noiembrie 2022 - Iunie 2023 · 8 luni

- Developing training programs;
- Conducting Workshops and Seminars: Leading interactive sessions to teach sales techniques, product knowledge, and customer engagement strategies.
- Assessing Training Needs: Evaluating the skills and performance of sales staff to identify areas that require improvement.
- Coaching and Mentoring: Providing one-on-one support and guidance to salespeople to help them reach their individual goals.
- Providing Feedback: Offering constructive feedback to sales staff and management to drive continuous improvement.
- Creating Training Materials: Designing guides and online resources to support ongoing learning and development.
- Facilitating Role-Playing Exercises: Engaging sales teams in simulated sales scenarios to practice and refine their skills.

Sales Manager · Smart Consulting Limited · Chişinău

Septembrie 2022 - Noiembrie 2022 · 3 luni

Sales

Contabil-revizor · Moldretail Group · Chişinău

Decembrie 2021 - Septembrie 2022 · 10 luni

- Обработка, проверка, закрытие промежуточных инвентаризаций.
- Обработка, проверка, закрытие общих инвентаризаций.

Оператор-кассир · New Post International MLD SRL
· Taraclia

Mai 2021 - Septembrie 2021 · 5 luni

- Выдача/ Оформление посылок
- Холодные звонки
- Продажи
- Приём платежей

Operator introduce , prelucrare si validare date · Moldtetail Group · Taraclia

August 2018 - Ianuarie 2021 · 2 ani 6 luni

- Обработка, проверка и ввод приходных/расходных накладных и всей сопутствующей документации связанной с магазином в базу (программа una.md);
- Полный учёт денежных передвижений (с ведением кассовых книг).

Domeniul dorit

- Management

Studii: Superioare

Universitatea Dunarea de Jos din Galati

Absolvit în: 2020

Facultatea: Transfrontaliera, Master

Specialitatea: Comunicare, Multiculturalitate si Multilingvism

Тараклийский Государственный Университет Им. Григорий Цамблак

Absolvit în: 2018

Facultatea: Филологический

Specialitatea: Филолог румынского и английского языков и литературы

Cursuri, training-uri

PNAET

Absolvit în 2015

Organizator: ODDIM

Graduates-up-Grade

Absolvit în 2016

Organizator: META