



👤 31 год  
 ♀ Женский  
 📍 Кишинев  
 💰 15 000 MDL

## Пожелания

- Частичная занятость
- По сменному графику
- Свободный график
- Удалённо
- Гибрид (Дом/Офис)

## Языки

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

## Навыки

- Work with documents
- Ability to work in Excel, Word, Photoshop, Bitrix, Amo, 1C,
- Eloquence
- Knowledge of computer and various programs
- Multitasking
- Quick problem solving
- Creative thinking
- Data analysis
- Working with different CRM systems

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

# CRM Manager, Data Analyst, Assistant director, HR, Manager

## Обо мне

Удаленно либо гибрид ! (Only Remote or hybrid)

Hello! I am 30 years old positive woman. I have worked in various fields and have many different skills, since. Experience was also in other areas. Not everything here is written in cv. I moved a lot around the world. I quickly learn everything new. I am a multi-tasking person with no conflict.

Working with documents, Work PC, PS (Photoshop), Microsoft Office, Diadok, Tender sites, CRM system, Bitrix, Amo, 1C. Creation of content for social networks SMM, Personnel management.

Skills: Multitasking, Stress-resistant, Analytical mind.

## Опыт работы

**CRM Manager** · Trading company · Кишинев

Октябрь 2023 - Март 2024 · 5 месяцев

- Customer Relationship Management
- Full system support
- Reporting
- Creating accounting tables
- Monitoring the work of staff in the CRM program
- Monitoring of all processes and error correction

**Hr Manager** · Unifun International · Кишинев

Август 2023 - Октябрь 2023 · 2 месяца

- Posting vacancies on various job search sites.
- Active and passive search for qualified candidates.
- Conducting telephone, face-to-face and online interviews with applicants.
- Assessing candidates' abilities.
- Mediation between candidates and management personnel.
- Create a list of the best qualified candidates. Providing final report or recommendations to HR managers.

**Deputy Director, Foreman.** · Company ООО  
"СемСтрой" · St.Petersburg

*Сентябрь 2020 - Август 2022 · 2 года*

- Organization and execution of the work at the facility.
- Introduction of the project from the preparation of documents to the closure of the construction object.
- Purchase of materials.
- Development of drawings of objects, calculation of data for execution.
- Preparation of primary documentation .
- Work PC, PS, Microsoft Office Diadoc,Tender sites, Autodesk 3ds Max.
- Hiring new staff(HR).
- Payment of wages.

**Deputy Director, Logistician.** · Company ИП  
"СимДеливери" · St.Petersburg

*Март 2019 - Июль 2020 · 1 год 5 месяцев*

- Organizing and supervising the work of logisticians.
- Organization of delivery of Telecommunication products.
- Hiring and searching for new employees (HR).
- Replenishment of the stock of missing products.
- Payment of wages.
- Filling out documents, accounting reports, maintaining sales and profit statistics of the company.
- Work with CRM system, Microsoft office, PS, 3DS max, Contour, Diadoc.

**Manager** · Company ИП "Лобынцев" · St.Petersburg

*Сентябрь 2017 - Февраль 2019 · 1 год 6 месяцев*

- Organization of the work in the establishment.
- Recruitment and supervision of employees.
- Maintaining the work in the establishment, purchasing the necessary materials for work.
- HR responsibilities.
- Payment of wages Completing report and closing documentation.
- PC work; Microsoft Office Diadoc; 1C.
- CRM System Creation of content for social networks SMM.

**Support Manager** · IT Future · Кишинев

*Март 2015 - Апрель 2017 · 2 года 2 месяца*

- Customer support
- Solving the problems that have arisen

- Keeping records of data
- Incoming and outgoing calls
- Work in Word and CRM system
- Directorate reports in the form of tables

## **Желаемые отрасли**

- ИТ, Технологии
- Управление персоналом
- Маркетинг / Реклама / PR

## **Образование: Среднее**

### **Лицей Гоголя**

*Год окончания: 2012*

## **Курсы, тренинги**

### **SMM courses**

*Год окончания 2018*

Организатор: ООО «БРУНОЯМ»

### **Academy of Music, Theatre and Fine Arts**

*Год окончания 2011*

Организатор: public education