



👤 30 ani
♂ Masculin
📍 Chișinău

Preferințe

- Full-time

Limbi

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

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

Data Specialist

Despre mine

Interests:

- Riddles and puzzles
- Fan of music of different genres
- Singing

Skills:

- Multitasking
- Good and non-standard logic
- Analytical mind
- Stress resistance
- Attentiveness
- Quick learning

Experiența profesională

Data Entry & Care Specialist · Grafit Holding · Chișinău

Noiembrie 2021 - Aprilie 2023 · 1 an 6 luni

- Work on requests in the internal CRM system
- Solving project problems through an internal ticket system and correlations between departments
- Meetings to improve the work of other projects / departments
- Assistance in launching startups by analyzing data, parsing a review and sorting a large amount of data
- Automate actions and create own methods and scripts to simplify the work
- Creation of understandable and technically complete guides for working with projects. (From beginners to advanced users)
- Analytics of the overall development of projects to understand the correctness of actions, adjustments and, subsequently, the introduction of new tools

Logistics (short-term hire) · Cornelius UK · Dublin,

Ireland

Septembrie 2021 - Noiembrie 2021 · 3 luni

- Analysis and compilation of a database of materials and equipment
- Sorting and design of tables for understanding by a third party
- Training to work with the base of other employees

AIVA Group · Database operator · Chişinău

Octombrie 2020 - August 2021 · 11 luni

- Regulation, filling and monitoring of the database for uninterrupted and error-free work of employees
- Parsing and filtering a large amount of bulk data
- Monitor CRM systems and create user accounts
- Implementation of the EDI module in the accounting systems of 1C clients
- Training of new employees and creation of a training base. (text guides and personal trainings)

Office Manager · Net-Link Grup S.R.L · Chişinău

August 2017 - Aprilie 2018 · 9 luni

- Implementation of incoming and outgoing tax invoices into the 1C database.
- Contract with customers on the incoming line
- Search for new suppliers and required equipment
- Formation, editing, translation and sorting of contracts

Studii: Superioare incomplete

Ion Creanga Pedagogical University

Absolvit în: 2017

Facultatea: Faculty of Mathematics and Informatics

Specialitatea: Informatics