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# Project Manager

## Despre mine

I am looking for a job in an honest and stable company that fulfills promises and agreements, where I could be a loyal and successful employee. I prefer companies in which the employer respects his employees, and they respond with good results.

Please write or call the specified number in messengers (Viber, whatsapp, telegram), because I can be on a business trip.

- Strong organization skills.
- Project Management: Understanding key project management methodologies such as Agile, Waterfall, and Scrum. Ability to create project plans, define budgets, monitor timelines, and allocate resources.
- Communication: Excellent communication and persuasion skills both in written and verbal forms. Proficiency in effectively communicating with teams, clients, and stakeholders.
- Leadership: Skill in motivating and leading teams. Creating a positive work atmosphere, conflict resolution, and people management.
- Planning and Organization: Ability to structure work, set priorities, allocate resources, and monitor task execution.
- Risk Management: Proficiency in identifying potential risks, developing plans for their management and mitigation.
- Analytical Skills: Capability to analyze data, make informed decisions based on facts and statistics.
- Competent negotiation and obtaining favorable terms of the transaction for the company.
- Knowledge of Tools: Experience with project management tools such as Microsoft Project, Jira, Trello, and others.
- Deadline and Budget Adherence: Skills in monitoring project timeline adherence and managing the project budget.
- Negotiation and Conflict Resolution: Ability to reach agreements and resolve disputes among various project stakeholders.
- Self-Organization: Capability to effectively manage oneself, plan one's work, and monitor personal productivity.
- Elaboration of all possible options and search for the most profitable.
- Knowledge of the legislative framework.
- Knowledge of customs procedures, work with brokers.
- Knowledge of Incoterms, TIR, CEMT, ADR conventions, regulations of FIATA, IATA, ОСЖД, BIMCO.
- Skills of organizing and staff controlling.
- Knowledge of logistics inside and out.
- The ability to quickly understand a non-standard situation and

- ♀ 30 ani
- ♂ Masculin
- ⌚ Chișinău
- ✉ 35 000 MDL

## Preferințe

- Full-time

## Limbi

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

## Permis de conducere

Categoria: B, C, E  
Cu automobil personal

solve it competently.

Digital literacy: High level of PC and office equipment proficiency. Knowledge of programs Microsoft (AutoRoute, Word, Excel, Outlook, Power Point, etc.), PC Miler, Packer 3D, Autocad, Coreldraw, 1C, Jira.

Technical competencies:

- Knowledge of the structure of the car, loading equipment, complex mechanics, pneumatics, hydraulics, equipment for the food and pharmaceutical industries.
- Knowledge of vehicle maintenance and repair regulations.
- Knowledge of metal, plastics and other materials processing technology.
- Comprehension of drafts and technical documentation.
- Ability to create 2D and 3D models (drafts).

## **Experiența profesională**

### **Project manager · BoxLogic Ltd · London**

*Noiembrie 2022 - Prezent · 3 ani 3 luni*

- Projecting of logistics terminals.
- Consulting clients.
- Selection of the necessary equipment.
- Calculating the cost and composing commercial proposals.
- Preparation of technical tasks for civil engineers, automation engineers.
- Project Management and automation of systems on Siemens, Omron, Ericsson platforms.
- Work on the launch and adjustment, testing of all systems.
- Preparation of operational manuals and staff training.

### **Head of Supply and Logistics Department ·**

**«Inoxpa Solutions» SRL · Chișinău**

*August 2019 - Octombrie 2022 · 3 ani 2 luni*

- Complete arrangement of the supply chain from the purchase of raw materials according to technical documentation to the delivery of finished products to customers.
- Full cooperation with customs authorities.

Customs clearance: import/ export, temporary import / temporary export, certificate ST-1 / EURO 1, transit declarations. Solving complex situations in a short time.

- Interaction with transport and courier companies. Organization of transportation of groupage cargoes.
- Production logistics: organization of transportation of raw materials for processing, interaction with processing enterprises, optimization of the movement of raw materials and staff.
- Conducting negotiations with suppliers to receive advantageous terms and prices.
- Organization of international transportation by all modes of transport.

- Work with insurance companies, complaints.
- Organization of loading / unloading of cargo, including complex and specific, rigging work.
- Development and implementation of a system of all logistics processes at the enterprise from scratch.
- Preparation of technical tasks for programmers, testing and control of correct work.
- Transfer of accounting to a new platform from 1C to Microsoft Dynamics Axapta
- Organization and continuous monitoring of the work of staff (5 people).

**Cargo Manager** · SRL «Avia Invest» (Аэропорт) · Chișinău

*Decembrie 2018 - August 2019 · 9 luni*

- Coordination of loading and unloading operations of aircraft.
- Coordination of cargo inspection by aviation security.
- Registration of the accompanying transport documentation for the flight.
- Arrangement of cargo acceptance to the warehouse and their customs control.
- Arrangement of transportation of dangerous, valuable and live cargo.
- Arrangement and continuous monitoring of the work of staff (15 people).

**Programmer / software engineer** · IS «Adolescența» · Chișinău

*Martie 2015 - Ianuarie 2019 · 3 ani 11 luni*

- Creating a supply chain automatization "producer→distributor→retailer".
- Development, implementation and computerization of algorithms (transport task, traveling salesman task) for cargo delivery routing.
- Development and implementation of rules for storage and cargo turnover in warehouses.
- Computerization of warehouse accounting.
- Programming and calculation of the menu.
- Automatic formation of a supply request.
- Computerization of mileage accounting, cancellation of tires, fuel, spare parts.
- Integration of an electronic invoice.
- Integration of an electronic waybill.

**Technical Supply Manager** · IM «Firstline» SRL · Chișinău

*Martie 2018 - Decembrie 2018 · 10 luni*

- Supply of production according to requests.

- Tracking balances and predicting purchases.
- Implementation of the supply system Just in Time.
- Continuous search for new suppliers and receiving favorable conditions.
- Development of technical specifications and procurement of technically complex production equipment and spare parts in the EU, China, USA.
- Search specialists to solve problems with equipment.
- Conducting complaints with suppliers.
- Dealing with transport and customs documentation.
- Organization of transportation.
- Implementation of complex one-time projects (cargo warehouse ramp, sale of production waste, certification in the Chamber of Commerce and Industry and the Ministry of Ecology).

## **Studii: Superioare**

### **UASM**

*Absolvit în: 2019*

Facultatea: Faculty of Engineering and Transport

Specialitatea: Modern technologies in vehicle engineering

### **UTM**

*Absolvit în: 2018*

Facultatea: Faculty of Mechanical Engineering, Industry and Transport

Specialitatea: Operational Technologies in Transport (logistics)

## **Cursuri, training-uri**

### **Certificate for dangerous cargoes of category 7, 8, 10**

*Absolvit în 2019*