



👤 27 ani  
 ♀ Feminin  
 📍 Chișinău

## Preferințe

- Full-time

## Limbi

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

## Permis de conducere

Categoria: B

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

# Бизнес ассистент

## Despre mine

Ответственная, добросовестная, интеллигентная.

- эффективное общение;
- лидерство и харизма;
- работа с поставщиками;
- тайм-менеджмент;
- поиск информации;
- управление задачами и процессами;
- управление временем;
- делегирование;
- организация встреч.

## Experiența profesională

**Менеджер по развитию бизнеса** · Naringi Cafe · Chișinău

*Octombrie 2023 - Present · 2 ani 4 luni*

- Build strong relationships with industry professionals, competitors, vendors and other personnel
- Contribute to the reputation of the organization by entering and achieving professional awards.
- Support team members
- Building and Maintaining Relationships
- Identifying Business Opportunities
- Collaborating with Other Departments
- Suggest improvements in business strategies

**Ассистент Генерального Директора** · Bemol SRL · Chișinău

*August 2023 - Present · 2 ani 6 luni*

- Manage schedules and deadlines
- Answering and directing telephone calls;
- Dealing with requests and administrative inquiries from superiors;
- Organize and schedule appointments;
- Planning and coordinating administrative procedures and systems

and devising ways to streamline processes

- Assist the general manager in developing and executing business

strategies to achieve organizational goals

- Oversee and manage daily operations, delegating tasks as necessary to ensure smooth workflow

- Supervise and mentor a team of employees, providing guidance and support to help them reach their full potential

### **Отдел дизайна и закупок · Artizana · Chişinău**

*Decembrie 2020 - August 2021 · 9 luni*

I was responsible for:

- Product quality control;

- Conclusion of agreements with suppliers;

- Maintaining and updating supplier information such as qualifications, delivery times and product ranges;

- Researching and evaluating prospective suppliers;

- Selection of fabric and accessories for outwear.

### **Content Manager Assistant · Disney General Entertainment Content · США**

*Octombrie 2020 - Ianuarie 2021 · 4 luni*

- I oversee the production and publication of new pieces of content for recurring copywriting (blog articles, emails, social media posts) and video;

- Assisted the Content Manager in preparing weekly internal account reviews for Friday meetings with the Director of Operations and the Content Manager.

## **Studii: Superioare**

### **ASE (Bucharest)**

*Absolvit în: 2023*

Facultatea: Business and administration

Specialitatea: Business and administration

### **ASEM**

*Absolvit în: 2020*

Facultatea: Бизнес и администрирование

Specialitatea: Маркетинг и логистика