



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.

Experiență profesională

Менеджер по развитию бизнеса · Naringi Cafe · Chișinău

Octombrie 2023 - Prezent · 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 - Prezent · 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

⌚ 27 ani

♀ Feminin

◎ Chișinău

Preferințe

- Full-time

Limbi

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

Permis de conducere

Categoria: B

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 · Chișinău

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