



38 ani  
 Masculin  
 Anenii Noi  
 10 000 MDL

## Preferințe

- Full-time

## Limbi

- **Română** · Nu cunosc
- **Rusă** · Nu cunosc
- **Engleză** · Fluent

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

# Administrative support

## Despre mine

I love traveling and meeting people, reading and football  
 Ability to learn new skills  
 Ability to work without supervision  
 Proven ability to work under tight schedules  
 Time management Proven critical thinking and strong analytical mind  
 Conflict resolution abilities  
 Excellent communication and writing skills  
 A good team player  
 Ability to act calmly in emergencies and to respond in a professional manner to stressful situations

## Experiența profesională

**Account/HR Assistant** · Abc ifendu steel company ltd · Lagos Nigeria

*Februarie 2021 - Prezent · 4 ani 5 luni*

Managed All Accounting Transactions  
 Reconciled Accounts And Deals With Bank Transactions  
 Preparing Financial Statement  
 Preparing Budget  
 Handling Monthly, Quarterly And Annual Expenses  
 Resolving Of Cash And Cheque Transactions

**CUSTOMER SERVICE /ADMIN ASSISTANT** · FREEWIND NIGERIA LTD

*Martie 2013 - Noiembrie 2015 · 2 ani 9 luni*

Managing and monitoring the implementation of the resource allocation process.  
 Managing and allocating duties to staff within the office in accordance with organisational policies and procedures.  
 Managing relevant disciplinary procedures for staff.  
 Dealing with general staff recruitment matters.  
 Dealing with customer complaints and resolution  
 Provided excellent services to customer

## **BUSINESS DEVELOPMENT EXECUTIVE ( BDE) ·**

**BUSINSPRINGPARK YAAD HOTELS NIG**

*Ianuarie 2010 - Septembrie 2012 · 2 ani 9 luni*

Evaluating marketing campaigns

Contributing, developing, market plans and strategies

Conducting market research

## **Studii: Superioare**

### **Olabisis onabanjo university Nigeria**

*Absolvit în: 2014*

Facultatea: Management

Specialitatea: Human resource management

### **Olabisis onabanjo university Nigeria**

*Absolvit în: 2012*

Facultatea: Social science

Specialitatea: Accounting

### **Olabisis onabanjo university Nigeria**

*Absolvit în: 2010*

Facultatea: Social science

Specialitatea: Accounting