



30 ani
 Feminin
 Chişinău
 20 000 MDL

Preferințe

- Full-time

Limbi

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

Permis de conducere

Categoria: B

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

Офисный работник, Администратор

Despre mine

- Коммуникабельна;
- Легко обучаемая;
- Стрессоустойчивая;
- Ответственная.
- Уверенный пользователь ПК;
- Владение программой UNA.md;
- Владение офисной оргтехникой;
- Знание первичной бухгалтерии.
- Пользователь 1C

Experiența profesională

HR manager · NDA · Chişinău

August 2023 - August 2024 · 1 an 1 lună

- Recruitment and Staffing: Handling job postings, screening resumes, conducting interviews, and managing the hiring process.
- Onboarding: Facilitating the orientation and integration of new employees into the company.
- HR Analytics: Utilizing data to analyze trends, measure HR effectiveness, and inform strategic decisions.

Coach/Sales Trainer · NDA · Chişinău

Noiembrie 2022 - Iunie 2023 · 8 luni

- Developing training programs;
- Conducting Workshops and Seminars: Leading interactive sessions to teach sales techniques, product knowledge, and customer engagement strategies.
- Assessing Training Needs: Evaluating the skills and performance of sales staff to identify areas that require improvement.
- Coaching and Mentoring: Providing one-on-one support and guidance to salespeople to help them reach their individual goals.
- Providing Feedback: Offering constructive feedback to sales

staff and management to drive continuous improvement.

- Creating Training Materials: Designing guides and online resources to support ongoing learning and development.
- Facilitating Role-Playing Exercises: Engaging sales teams in simulated sales scenarios to practice and refine their skills.

Sales Manager · Smart Consulting Limited · Chişinău
Septembrie 2022 - Noiembrie 2022 · 3 luni

Sales

Contabil-revizor · Moldretail Group · Chişinău
Decembrie 2021 - Septembrie 2022 · 10 luni

- Обработка, проверка, закрытие промежуточных инвентаризаций.
- Обработка, проверка, закрытие общих инвентаризаций.

Оператор-кассир · New Post International MLD SRL
· Taraclia

Mai 2021 - Septembrie 2021 · 5 luni

- Выдача/ Оформление посылок
- Холодные звонки
- Продажи
- Приём платежей

Operator introducere , prelucrare si validare date · Moldtetail Group · Taraclia

August 2018 - Ianuarie 2021 · 2 ani 6 luni

- Обработка, проверка и ввод приходных/расходных накладных и всей сопутствующей документации связанной с магазином в базу (программа una.md);
- Полный учёт денежных передвижений (с ведением кассовых книг).

Studii: Superioare

Universitatea Dunarea de Jos din Galati

Absolvit în: 2020

Facultatea: Transfrontaliera, Master

Specialitatea: Comunicare, Multiculturalitate si Multilingvism

Тараклийский Государственный Университет Им. Григорий Цамблак

Absolvit în: 2018

Facultatea: Филологический

Specialitatea: Филолог румынского и английского языков и литературы

Cursuri, training-uri

PNAET

Absolvit în 2015

Organizator: ODDIM

Graduates-up-Grade

Absolvit în 2016

Organizator: META