24 years

Female

Chișinău

16 000 MDL

in   ✈

TOP Skills

- **Correction of discrepancies and deadlines** · *1 year*
- **Quick search for information** · *1 year*
- **Quick response** · *1 year*
- **Fast reaction** · *1 year*
- **Attention to Detail** · *1 year*
- **Team Working** · *1 year*

Preferences

- Full-time
- Flexible
- No schedule
- Remote
- Hybrid

Languages

- **Romanian** · Don't know
- **Russian** · Native
- **English** · Communication
- **Ukrainian** · Communication

Skills

- Time management
- Change management

Office Manager, Data Entry Specialist

About me

- Attentive and detail-oriented professional with a responsible approach to tasks.
- Skilled in managing large volumes of information while maintaining order and accuracy.
- Highly organized, patient, and committed to delivering quality results on time.
- Quick learner with the ability to work both independently and collaboratively.
- Guided by integrity, reliability, and a strong sense of professionalism.

Work experience

Data collection operator · Quorum SRL · Chișinău
July 2023 - July 2024 · 1 year 1 month

- data analysis;
- fast and accurate typing;
- basic database managemen;
- data entry software proficiency (MS Excel, Google Sheets);
- data validation and cleaning;
- document management and organization;
- familiarity with PDF, Word, and other office file formats;
- attention to detail and accuracy;
- time management and prioritization;
- consistency and reliability;
- problem-solving for data inconsistencies;
- complex instructions following;
- communication skills (reporting issues or clarifying data);
- adaptability to new software and processes;
- teamwork and collaboration;
- reporting.

Skills: Correction of discrepancies and deadlines, Quick search for information, Quick response, Fast reaction, Attention to Detail, Team Working, Data sorting, Fast typing

- Teamwork
- Attention to detail
- Data analysis and processing
- Information structuring and systematization
- Reporting and documentation skills
- Adaptability
- Responsibility and integrity

Driving licence

Category: B
With personal auto

Desired industries

- Office / Secretarial
- Labor Staff
- Management

Education: Higher

USM
Graduated in: 2024
Faculty: Litere
Speciality: Master's degree in Phyology and Translation