



👤 26 years

📍 Chișinău

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

Logbook operator, Ajutor Contabil, Assistant, Accounting Assistant

TOP Skills

- **Resilience** · 8 months
- **Perseverance** · 8 months
- **Punctuality** · 8 months
- **Fast paced** · 8 months
- **Management of Stress** · 8 months
- **Independent Studies** · 8 months

Preferences

- Flexible
- Full-time
- Part-time
- In shifts
- Remote

Languages

- **Romanian** · Native
- **Russian** · Fluent
- **English** · Fluent

Work experience

Data Entry Specialist · IGT NLC · Chișinău

December 2024 - July 2025 · 8 months

Preparing and processing shipping documents (invoices, delivery notes, packing lists)

Coordinating with transport companies, couriers, and warehouse staff

Tracking shipments and updating records so everyone knows where the goods are

Entering logistics data into ERP/accounting software

Checking incoming/outgoing goods against orders (no, "almost correct" doesn't count)

Handling phone calls/emails about deliveries, delays, or missing items

Maintaining filing systems for delivery receipts and customs docs

Assisting with inventory counts and stock reconciliation

Skills: Resilience, Perseverance, Punctuality, Fast paced, Management of Stress, Independent Studies, Self Motivation

Desired industry

- Logistics / Transport