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# Офисный работник, Администратор

## About me

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

## Work experience

**Partner Relationship Manager** · Business Plane Group · Chişinău

*September 2024 - June 2025 · 10 months*

1. Develop and maintain strong relationships with logistics partners specializing in time-sensitive and emergency deliveries.
2. Source and qualify On-Board Couriers (OBCs) for urgent hand-carry shipments across international routes.
3. Onboard OBCs and logistics partners to meet company service standards, compliance requirements, and communication protocols.
4. Collaborate with internal teams (e.g., operations, customer service, compliance) to align partner capabilities with client expectations.
5. Regularly review partner performance and drive continuous improvement initiatives.
6. Maintain clear, proactive communication with partners, OBCs, and internal teams during high-pressure, time-critical scenarios.
7. Stay informed on global logistics trends, courier networks, and regulatory changes affecting time-critical hand-carry shipments
8. Source, qualify and onboard suppliers
9. Customer registration
10. Solved a lot of tasks not related to my primary position.

Skills: Communication and collaboration

👤 30 years  
♀ Female  
📍 Chişinău  
💰 20 000 MDL  
in

## TOP Skills

- **Communication and collaboration** · 10 months
- **Organization skills** · 10 months

## Preferences

- Full-time
- Flexibil
- Part-time
- În locația angajatorului
- Hibrid (Oficiu/Acasă)

## Languages

- **Romanian** · Medium
- **Russian** · Fluent
- **English** · Communication

## Driving licence

Category: B

**CEO Personal/Business Assistant** · Business Plane Group · Chişinău

*September 2024 - June 2025 · 10 months*

Skills: Organization skills

**HR manager** · NDA · Chişinău

*August 2023 - August 2024 · 1 year 1 month*

- 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

*November 2022 - June 2023 · 8 months*

- 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

*September 2022 - November 2022 · 3 months*

Sales

**Contabil-revizor** · Moldretail Group · Chişinău

*December 2021 - September 2022 · 10 months*

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

**Оператор-кассир · New Post International MLD SRL  
· Taraclia**

*May 2021 - September 2021 · 5 months*

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

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

*August 2018 - January 2021 · 2 years 6 months*

- 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).

**Desired industry**

- Management

**Education: Higher**

**Universitatea Dunarea de Jos din Galati**

*Graduated in: 2020*

Faculty: Transfrontaliera, Master

Speciality: Comunicare, Multiculturalitate si Multilingvism

**Тараклийский Государственный Университет Им.  
Григорий Цамблак**

*Graduated in: 2018*

Faculty: Филологический

Speciality: Филолог румынского и английского языков и литературы

**Courses, trainings**

**PNAET**

*Graduated in 2015*

Organizer: ODDIM

**Graduates-up-Grade**

*Graduated in 2016*

Organizer: META