



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

## Administrator

### About me

Sports, Cars, Travels.

The announcement of the tender, selection of the supplier, coordination installation and start-up of the system Video monitoring of company offices, systems GPS monitoring of company vehicles, Security and fire protection systems.

Participation in the organization of corporate events (New Year, birthday of the company, etc.). Participation in purchases of certain types of goods for the company (special clothing and footwear, stationery goods, furniture, vehicles etc.). Selection of providers and connection of offices to the Internet providers and GSM connection.

### Work experience

#### Administrator MTE (Administrative director) ·

Esplan-Lux SRL group of companies · Chişinău

*September 2008 - Present · 16 years 10 months*

Sep 2017 / currently - Administrator MTE (Administrative director).

Sep 2009 / Sep 2017 - Head of Legal department, Head of HR and Internal Security.

Sep 2008 / Sep 2009 - Legal adviser.

May 2009 - Representative of the Quality management under international standard ISO 9001-2015.

Leadership and management of departments: legal department, personnel department, quality management department, department of material and technical supply, internal security department, IT department, transport department. Establish goals and objectives, ensure mutual understanding, provide assistance and advice to department staff, participate in tasks and achieve results; provide reports to the Director General on the results achieved. Personnel management firms according to the standard ISO 9001-2015.

### Desired industries

- Automotive
- Real Estate
- Security

👤 45 years

♂ Male

📍 Chişinău

in

### Preferences

- Full-time
- In-house
- Hybrid
- Remote

### Languages

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

### Driving licence

Category: B

With personal auto

## **Education: Higher**

**State University of the Republic of Moldova**

*Graduated in: 2002*

Faculty: Faculty of Law

Speciality: Civil Law

## **Courses, trainings**

**Modern Management techniques**

*Graduated in 2018*

Organizer: Oktrainings SRL

**Internal Auditor Course for the Quality Management Systems against the requirements of ISO 9001-2015.**

*Graduated in 2018*

Organizer: Top Consulting SRL

**IT Essentials**

*Graduated in 2017*

Organizer: Cisco Systems, Inc.