



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

Assistant

About me

I am on my way to the first step of my career in the financial sector. I have completed the basic accounting course and will soon complete my advanced studies at Reiting OÜ School. After that, I plan to take the professional accountant exams at levels 5 and 6. I want to grow as an assistant, applying my organizational, communication, and attention to detail skills. I am intermediate in Excel, Word, Google Workspace, and email. I have maintained communication with suppliers and clients and assisted the administrator with staff management.

Work experience

Customer service · Gastro Gurus am Semmering GmbH · Austria

June 2021 - October 2024 · 3 years 4 months

The restaurant is located on a hill, where I started working in the bar.

Within two months, I learned how to use the cash register and got acquainted with the work of an accountant. For the last 1.5 years, I worked as a waiter, also performing other tasks such as:

- working with the cash register and customer service,
- being responsible for ordering products on time,
- making changes to the cash register system if necessary,
- correcting errors in cooperation with the accountant,
- replacing the administrator if necessary.

Skills: Friendliness, Attention to Detail, Punctuality

Consultant call-center · RUNIKON RETAIL OÜ · Estonia

August 2020 - May 2021 · 9 months

I started working in the order issuing department. Within a few weeks, I learned the cash register functions, such as processing loans and orders, issuing orders, selling products and finding necessary information.

Then I was transferred to the call center, where my tasks were:

- assisting customers by phone and email,
- finding and delivering the missing product,
- correcting delivery errors,

👤 26 years
♀ Female
📍 Chişinău
💰 18 000 MDL

TOP Skills

- **Punctuality** · 4 years
- **Friendliness** · 3 years
- **Attention to Detail** · 3 years
- **Assisting** · 1 year
- **Communication Skills** · 10 months
- **Attentive to details** · 10 months

Preferences

- Full-time
- No schedule
- Part-time
- Flexible
- In shifts
- In-house
- Hybrid
- Remote

Languages

- **Romanian** · Elementary
- **Russian** · Native
- **English** · Communication
- **German** · Elementary
- **French** · Elementary

Skills

- Responsibility
- Helpful
- Friendliness
- Independent
- Fast learner
- Fast

- sending small packages via DPD,
- assisting logistics with sorting orders in the night shift if necessary,
- learning 3D room planning in the appropriate program.

Skills: Speed, Assisting, Punctuality, Attentive

Sales assistant · MAXIMA EESTI OÜ · Estonia

May 2019 - February 2020 · 10 months

I worked as an assistant to the purchasing manager in the meat department, where I quickly learned the SAP system. The tasks were:

- entering product data into the system,
- communicating with the logistics, suppliers and advertising department by phone and email,
- checking prices in the product catalog,
- replacing two assistants to the purchasing manager.

Skills: Punctuality, Communication Skills, Attentive to details, Assisting

Desired industry

- Accounting / Audit

Education: Secondary

Tallinna Ühisgümnaasium

Graduated in: 2018

Courses, trainings

UX/UI Designer

Graduated in 2022

Organizer: Yandex Practicum

Accountant

Currently studying

Organizer: Reiting OÜ, Estonia