

ADMINISTRATOR, OFFICE-MANAGER, RECEPTIONIST, 5 000 ГРН.

🔄 17 травня
2017

📍 Місто: [Харків](#)

Вік: 33 роки

Режим роботи: повний робочий день

Категорії: Офісний персонал, Ресторанний бізнес, кулінарія, Керівництво

Досвід роботи

Sales Manager

Internet Store

09.2015 – 01.1970 (45 років 8 місяців)

Обов'язки: Duties: acceptance of applications and the implementation of Internet sales; oversee daily activities of sales to meet sales objectives; ensure that all customer inquiries are addressed promptly; analyze sales related issues and provide corrective actions; identify, qualify and contact potential customers; build positive and productive relationships with customers; contact customers, explain product features, negotiate price and complete sales; ensure compliance with company policies and regulations; understand customer needs and recommend suitable products; stay up-to-date on product knowledge and ongoing promotions; develop best practices to improve sales and profitability; schedule sales meetings to discuss about issues and updates.

Accountant

Internet-Store

07.2013 – 01.2016 (2 роки 6 місяців)

Обов'язки: Duties: - Sales of precious metals (gold, silver), precious coins; - Registration of deposits, opening / closing accounts; - International transfers (shipping and payment) - Registration and renewal of payment cards; - Payment of salaries, pensions, social benefits; - Maintaining customer database, work with legal entities (registration of payment documents, checks); - Preparation of cash collection; - Utility payments; - Rental of safe deposit boxes; - Record-keeping, the formation of statements of accounts, - Conducting currency exchange operations, - Purchase \ sale of foreign currency on the interbank market.

Освіта

National Academy of Public Administration according to the Office of the President of Ukraine

Спеціальність: Personnel Management and Labor Economics; Faculty of Social and Economic Management.
повна вища, 09.2008 – 06.2013 (4 роки 9 місяців)

Знання мов

English - Професійний (експерт), Russian - Професійний (експерт), Ukrainian - Професійний (експерт)

Додаткова інформація

Особисті якості, хобі, захоплення, навички: I can describe myself as someone who is consistently growing and takes the time to continue learning I have high level of selfmotivation, well-organised. I find that many times, my professional growth is based on what I study. At my working days and usual days I am able to control a situation rather than allow a situation to control me. In my work I put high expectations for my results. I am confident in my ability to produce. Working at bank I develop myself as a confident team-player with strong analytical skills, including the ability to work with tools and data sources, and to learn new things quickly. I learned to be comfortable setting my own targets, meeting tight deadlines and working under my own initiative, ready to tackle the most challenging and relevant issues head on. My great strength is my flexibility to handle changes. In my previous job, I worked directly with customers and their problems. What I liked was solving problems and helping people. Sometimes it took a lot of effort on my part, but it was very rewarding when the

customer appreciated the service. Also I have an extremely strong work ethic. I come in to the office on time, I'm a hard worker, not cutting corners, I am diligent, have a sense of responsibility, caring about quality and being committed.

negotiating experience (more than 2 years);

ability to persuade;

knowledge of service standards;

Foreign language skills;

business communication skills, correspondence;

skills creation, development and management of the customer base;

ability to work in a team, as well as a high level of selforganisation;

skills of work with objections.

Мета пошуку роботи, побажання до місця роботи: Currently I am seeking to work for a successful company that has strong leadership and vision and who recognizes and rewards performers.