



👤 32 ani
 ♀ Feminin
 📍 Chișinău

Preferințe

- Full-time

Limbi

- **Română** · Comunicare
- **Rusă** · Fluent
- **Engleză** · Fluent

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

Jurist Asistent

Despre mine

good communication skills gained through working experience and volunteering in a multicultural environment.

good organization skills gained while being responsible for the organization and tracking personal achievement of Guest Relations Team members.

coaching skills obtained as the learning coach for recently joined members of Guest Relation Team.

planning skills gained through my experience as assistant finance manager, responsible for budget or purchase orders.

creative thinking skills developed by inventing a program of personal achievements tracking and rewording, by creating department information board and optimization of department procedures.

good command of Microsoft Office.

Experiența profesională

Lobby Ambassador · The Ritz-Carlton Bahrain · Kingdom of Bahrain, Manama

Mai 2016 - Aprilie 2017 · 12 luni

Exceeding Customer Expectations – Providing services that are above and beyond for customer satisfaction and retention.

Utilizing interpersonal and communication skills to influence and encourage guests to utilize and enjoy the hotel facilities.

Improving Service – Improving service by always being available and anticipating the guest needs.

Making Decisions and Solving Problems- Analysing information and evaluating results to choose the best solution and solve problems.

Being aware of daily events, Arrival and Departure Guests and any other events or promotions of the hotel.

Provides immediate assistance to guests as requested.

Interacts with customers on a regular basis throughout the hotel to obtain feedback on the quality of product, service levels and overall satisfaction.

Provide the three steps of service to guests.

Assist with VIP's in room check-in.

Assistant Director of Finance and Administration · IM "Pentalog CHI" SRL · Chişinău
Februarie 2014 - Octombrie 2015 · 1 an 8 luni

Typing, formatting, amending contracts, letters and other legal documents.

Archiving and organization financial, legislative documentation.

Re-organizing and improving department filing system.

Meeting and greeting visitors to the office.

Handling incoming / outgoing calls, correspondence and filing.

Monitoring inventory, office stock and ordering supplies as necessary.

Responsible for purchase orders.

Faxing, printing, photocopying, filing and scanning.

Studii: Superioare incomplete

Free International University of Moldova

Absolvit în: 2015

Facultatea: Law

Specialitatea: Law