



26 ani
 Feminin
 Chișinău
 5 000 MDL

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

Assistant, receptionist, secretary

Despre mine

- Responsible, punctual, tenacious person
- Capable of teamwork and able to assimilate knowledge
- Flexible, easily deal with stress situations
- Advanced knowledge of English

Experiența profesională

Receptionist · "Hotel Art-Rustic Boutique" · Chișinău
Noiembrie 2018 - Prezent · 7 ani 1 lună

- Communicate with the clients, consult and help them
- Check in/Check out, Make the payments at the Credit card device
- Deal with the administrative tasks

Archivist · Judecatoria Botanica · Chișinău
Mai 2018 - Octombrie 2018 · 6 luni

- Basic Computer skills, Excel, Word, work on the internet

Lowyer assistant · "Energbank" · Chișinău
Februarie 2018 - Mai 2018 · 3 luni

Prepare and present reports, execute documents, arrange meetings

Studii: Superioare incomplete

Universitatea Liberă Internațională din Moldova

Studiez la moment

Facultatea: Low

Specialitatea: Low

Cursuri, training-uri

Preferințe

- Full-time

Limbi

- **Română** · Fluent
- **Rusă** · Mediu
- **Engleză** · Fluent
- **Spaniolă** · Elementar

