



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

## Manager/administrator

### Despre mine

- Self-directed, self-motivated, with excellent communication and interpersonal skills
- Able to perform a variety of duties, changing from one task to another without loss of efficiency or composure
- Leads by example to coordinate and motivate team members
- Works to maximize efficiency and ensure smooth operations by delegating strategically to best-qualified staff
- Able to relate to others in a manner which creates a sense of teamwork and cooperation
- Communicates effectively with people from every socioeconomic, cultural, and educational background
- Performs effectively when confronted with emergency, critical, or unusual situations
- Demonstrates the quality work ethic of doing the right thing the right way
- Maintains a customer focus and strives to satisfy customer needs while also being mindful of company stewardship
- Respectful, ethical, and hardworking

### Experiența profesională

**Administrator** · S.C. TRUE SOUND S.R.L. · Bucuresti  
*Noiembrie 2017 - Prezent · 7 ani 11 luni*

- Manage all aspects of daily business operations
- Supervise online and showroom sales of consumer and high-end audio products
- Establish sales targets, budgets, and forecasts, and ensure goals are met
- Setup and maintain showroom displays and provide effective product demonstrations
- Attend industry-wide trade shows and stay up to date on current products and technology
- Responsible for administrative and legal work, ensuring compliance with laws, policies, and procedures
- Maintain client database and implemented an outreach program to generate repeat business
- Handle phone calls, emails, and other correspondence
- Order and maintain inventory and ensure timely delivery of client products
- Promote new products and conceptualize creative sales

👤 38 ani  
 ♂ Masculin  
 📍 Chișinău  
 💰 18 000 MDL

### Preferințe

- Full-time

### Limbi

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

### Permis de conducere

Categoria: B  
 Cu automobil personal

campaigns to increase growth

- Assist with on-site custom installations for commercial and residential clientele

### **Assistant Restaurant Manager · Create Hospitality · Dubai**

*Iulie 2016 - Noiembrie 2017 · 1 an 5 luni*

- Responsible for the overall business performance of the restaurant
- Coordinate daily front of the house and the back of the house restaurant operations
- Handle administrative and legal work, renewal of lease agreements and trade licenses
- Ensure compliance with health and hygiene legislation and safety regulations
- Create reports, budgets, and forecasts, and submit them to top management for analysis
- Perform inventory, order supplies, and review product quality
- Establish, maintain, and develop strong partnerships with suppliers
- Negotiate contracts with corporate clientele
- Organize, plan, and manage on-site and off-site catering events
- Appraise staff performance and provide feedback for improvement
- Recruit, train, supervise, and motivate staff
- Create staff schedules and manage payroll
- Brainstorm new ideas and strategies for business growth

### **Assistant Chief Concierge · VIDA Hotels&Resorts · Dubai**

*Iunie 2015 - Iunie 2016 · 1 an 1 lună*

- Assist with managing concierge department, team schedules, prioritize and ensure all tasks are executed
- Ensure the cleanliness of the hotel lobby, the concierge desk area, luggage room, and store room
- Ensure every team member is properly uniformed according to the hotel's standard
- Handle operational and guest issues and liaise with management to take action for guest satisfaction
- Providing one-on-one care of VIP guests
- Identify upcoming/ongoing business and leisure events to ensure the entire front office team is updated
- Establish, maintain, and develop strong partnerships with the best-in-class Vendors
- Screen social media and travel sites for guest feedback and overall hotel scores, then evaluate observations and criticisms during team meetings

## **Concierge** · VIDA Hotels&Resorts · Dubai

*Iunie 2014 - Iunie 2015 · 1 an 1 lună*

- Offer information about hotel facilities and services, local places of interest, shopping, dining, nightlife, recreational destinations or any other inquiries
- Make travel arrangements, reservations, book event tickets, and handle special or unusual requests
- Answer phone calls, screen emails, receive and deliver mail
- Receive, store and deliver luggage
- Communicate with other departments to ensure guests full satisfaction
- Respond to complaints by finding the best solution
- Execute back-office tasks and duties

## **Lider** · Sales Manager · Chişinău

*Iunie 2013 - Iunie 2014 · 1 an 1 lună*

- Presentation, consultation and sales of residential and commercial roofing products
- Establish, maintain and develop strong business relationships
- On-site analysis and consultation to find effective solutions within the customer's budget
- Coordinate tasks and projects with other team members and departments
- Ensure product delivery and installation within schedule
- Analyze the market and monitor industry trends
- Attend technical, engineering, and installation training sessions and seminars
- Generate sales reports and develop strategies for continuous improvement

## **Personal Assistant** · Edit1Media · Tacoma, Washington State

*Iunie 2011 - Martie 2013 · 1 an 9 luni*

- Organize correspondence, screen calls, schedule and coordinate meetings
- Prepare sales packets, presentations, and contracts
- Organize and manage the president's calendar and ensure all tasks are done on time
- Book travel, transport, and accommodation for the president and/or company staff
- Manage shoots and ensure smooth operation on-site
- Liaise with the staff and create a comfortable work environment
- Maintain a strong relationship with the company's partners

and suppliers

- Collate expenses, prepare reports, and forecast budgets

**Waiter** · Tapas Adela · Baltimore, Maryland State

*Mai 2010 - Mai 2011 · 1 an 1 lună*

- Attend to customers upon entrance
- Present the menu and help customers with their food and beverage choice
- Take and serve food orders and ensure the guests have an overall excellent dining experience
- Communicate with other restaurant employees to ensure smooth operations
- Proceed with the closing duties

**Lifeguard** · Sunset Pools · Baltimore/Washington DC

*Februarie 2010 - Mai 2011 · 1 an 3 luni*

- Supervise swimmers to provide a pleasant and safe experience to hotel guests
- Provide first aid and/or rescue as needed
- Maintained equipment and chemical balance of the pool

**Studii: Superioare**

**Universitatea de Stat Educatie Fizica si Sport**

*Absolvit în: 2013*

Facultatea: Educatie Fizica si Psihopedagogie

Specialitatea: Educatie Fizica si Psihopedagogie

**Universitatea de Stat din Moldova**

*Absolvit în: 2008*

Facultatea: Facultatea Relatii Internationale si Stiinte Politice

Specialitatea: Stiinte Politice