



👤 33 years  
 ♀ Female  
 📍 Chișinău  
 💰 2 500 EUR

f in

## TOP Skills

- **Sales** · 3 years
- **Editor of NED CVs & LinkedIn Profiles** · 2 years
- **Marketing** · 1 year
- **TeamLead** · 1 year

## Preferences

- Flexible
- Part-time
- Full-time
- Hybrid
- Remote
- In-house

## Languages

- **Romanian** · Fluent
- **Russian** · Fluent
- **English** · Fluent

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

# Accounts Manager | Executive Assistant | Sales & Marketing | Editor of NED CVs & LinkedIn Profiles

## About me

I am a results-driven professional with over 11 years of experience in international B2B sales across agri-commodities trading, IT/telecom services, and HR. I hold a Master's degree in Labour and Organisational Psychology and bring strong expertise in strategic planning, sales operations, and team leadership. During my career, I have founded and successfully sold a start-up, managed complex contracts, and negotiated high-value deals. I'm proficient in a wide range of digital tools, CRMs and AI-powered solutions that enhance productivity and decision-making. I am Fluent in Romanian, Russian, and English (B2-C1), I'm known for my adaptability, critical thinking, creativity, and consistent focus on achieving results.

## Work experience

**Associate / Administration Assistant** · The Board Appointments Group - UK & Australia · Chișinău  
*June 2023 - Present · 2 years 6 months*

The Board Appointments Group helps professionals who want a board appointment or to gain a board seat: find opportunities that others can't; stop wasting time, and get appointed more often.

- Editing Resumes & LinkedIn Professional profiles, highlighting the BoD background;
- Providing administrative support and backup to the entire team.

Skills: Editor of NED CVs & LinkedIn Profiles

**Account Manager (local and international customers) Bestjobs.eu - International Job Board** · BESTJOBS RECRUTARE SA (ROMANIA) · Chișinău

*August 2021 - December 2022 · 1 year 4 months*

Bestjobs is a recruitment platform connecting companies with top talent across Europe.

- Account Manager (Romania local and international customers)
- Prospected new potential customers to expand their recruiting on bestjobs.eu platform
- Managed the entire sales flow process from the beginning to the end.
- Communicated with customers' DMs to present and explain the recruiting instruments of the platform using email, phone calls, and video calls.
- Negotiated with the DMs the service packages, personalised offers and discounts, welcome gifts, and bonuses to boost sales;
- Planned communication strategies and service packages to match company sales targets and customers' budgets;
- Delivered online video calls for the platform presentation in Romania, Russian and English languages (~100 held video calls, avg. duration ~40 min/call);
- Prepared invoices for personalised orders;
- Provided support to customers on request related to the platform, orders, and the instruments they use for recruiting;
- Managed subscriptions on the platform at the customer's request;
- Vacancies publication on the customer's request.

**Skills:** Sales

## **Senior Account Manager · UNIFUN INTERNATIONAL SRL · Chişinău**

*September 2019 - July 2021 · 1 year 10 months*

- As a Senior Account Manager, I reported directly to the CEO.
- Led 3 Junior AMs; managed daily schedules per priority checklist.
- Oversaw activities for 40+ Mobile Network Operator accounts to meet targets.
- Reported to the CEO on customer success, open issues, action plans, and team progress.
- Planned and supervised team communication with customers (calls, WhatsApp, email).
- Negotiated with DMs (CEO, CMO, CCO, CTO, Product Director, Head of VAS) on projects.
- Handled complex issues requiring management-level engagement.
- Supervised preparation of materials for customer calls; created and updated marketing assets (presentations, case studies, etc.).
- Managed sales flow of new services to existing clients; searched for new customers and markets.
- Prepared commercial documentation, contracts, and business cases.
- Monitored project launches and revenue growth; prepared analytical reports.

- Supported implementation of new sales strategies.
- As Account Manager, managed customer accounts, solved financial questions (payments, changes, debt collection), and ensured timely project delivery.
- Negotiated with mobile operator executives on strategic and operational matters.
- Contributed to marketing and sales presentation updates.
- Reported to the team leader on progress, open issues, and next steps.

Skills: Marketing, Sales, TeamLead

### **CRYSTALEX BASIC WORKS SRL · Founder & General Director · Chişinău**

*October 2017 - August 2019 · 1 year 11 months*

- Planning and Managing of the organization activity;
- Development of the services portfolio in the secretarial services provisioning, in the production of the textile bags, marketing services and sales of agricultural commodities;
- Creating and Development of the project – [www.secretar.md](http://www.secretar.md)
- Collaboration with Finance&Audit consultants for the accountability questions and with Layer for the legal organization of the company.
- Establishing business collaboration with new clients for the services provisioning;
- Preparing together with the lawyer the commercial documentation – such as contracts and proposals;
- Managing the budgets for each project and organizing the payment of company bills, being assisted by the accountant;
- Establishing barter deals with the business partners;
- Making Decisions referring to the companies future and its reorganization;
- Organized the company transmission to the new owner.

### **Office Manager and HR Manager · BLINK COMMERCIAL GROUP SRL · Chişinău**

*November 2015 - August 2017 · 1 year 10 months*

- General office administration activities – from moving to a new office building and stuff to controlling of employees work in the office;
- Management of all company documentation – commercial, legal, accounting, HR, archive and CEO's personal documentation;
- Collecting contact information and its filling in special databases;
- Supporting ALL Managers in any occurring questions related to their work in the company;
- Supporting Lawyer and Accounting agencies of the company to get the required information and manage it for the company needs;

- Supporting CEO in the contracts preparation activities – reviewing, commenting and adjusting it according to the new requirements of the deal;
- Managing of all shipment documentation for the related commodities deals – CMR, Bills of Lading, Phytosanitary, Veterinary certificates, certificate of origin, including Euro 1, many others.
- Paybills management – receiving, preparing and reporting the payments, transmitting the invoices to the accounting for book keeping;
- Assisting CEO and team in work business trips inside and outside the country.
- Managing the acquisition process of any office related supplies.
- Welcoming the guests – meeting them at Airport, introducing to the CEO and team, coffee preparation for guests.

**SCHOOL PSYCHOLOGIST · IPLT GEORGE CĂLINESCU**  
· Chişinău

*August 2014 - November 2015 · 1 year 4 months*

- Psychoprophylaxis (individual and group):
- Psychological evaluation (individual and group):
- Psychological counseling activity (individual and group):
- Development and psychological remediation activity (individual and group).

**Desired industry**

- Human Resources

**Education: Higher**

**State University of Moldova**

*Graduated in: 2016*

Faculty: psychology and educational science

Speciality: labour and organization psychology - master's degree

**State University of Moldova**

*Graduated in: 2014*

Faculty: psychology and educational science

Speciality: psychology