

PE

⌚ 36 ani
♀ Feminin
⌚ Chișinău
✉ 20 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Nu cunosc
- **Rusă** · Fluent
- **Engleză** · Comunicare
- **Spaniolă** · Elementar

Permis de conducere

Categorie: B
Cu automobil personal

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

Dispatcher/ logistic coordinator/ logistic administrator

Despre mine

I like handmade crafts and music. In my free time I like to travel and visit new places.

- Confident PC user (Microsoft Office, Web and Social media skills, writing skills, Email) (10+ years)
- Communicative, friendly, team worker, multi-task, attention to details
- Willing to learn, responsible, reliable, fast learner, attentive, flexible, organised, positive

Experiența profesională

Customs Compliance Administrator · DHL · Rugby, UK

Iunie 2021 - Iunie 2023 · 2 ani 1 lună

Administrative tasks for documents and loads being exported from the UK:

- Liaise with export brokers regarding to export process and documents issues.
- Communication with vendors to resolve documents mistakes in urgent matter.
- Export documents requests and preparation of the document packs as well as the update of several daily trackers and spreadsheets.
- To input data into the system.
- Communication activities with vendors, warehouses and partners.
- Dealing with urgent requests at any time and escalate issues to the appropriate person.

Planning tasks:

- Coordinate collections from UK warehouses and deliveries to consolidation centres in assigned European countries.
- Book the vehicles, plan the collection and inform the warehouse which pallets to load.
- Communication activities with warehouses, processing centres, outside storages, hauliers and

partners.

- Booking collection and delivery slots according to hauliers requests.
- Immediate response to slots and track changes.
- Dealing with urgent requests at any time and escalate issues to the appropriate person.

Customer Advisor · Hobby Craft

Octombrie 2018 - Iunie 2021 · 2 ani 9 luni

- Answering general customer inquiries and giving advises about products they can buy for their projects, offering alternatives.
- Operating the till (cash, credit/debit cards and gift cards transactions)
- Receiving deliveries, unpacking and replenishing stock
- Assist in changing displays of shop stock
- Working in all areas of the store from the shop floor to the warehouse

Conferences & Events Coordinator · Meridian Express

Ianuarie 2013 - Martie 2016 · 3 ani 2 luni

Organising conferences & events for groups of people from the request till the end which included:
booking air/railway tickets and accommodation (discussion of convenient options with each participant),
organising transfers, meals and coffee breaks and control over their execution, dealing with requests
like decorations, artists, music, team buildings, caterings, special equipment (simultaneous translation),
typography and other client requests. Analysis and formation of the optimal offer to the client within budget. Event support in Moscow or in other cities. Participation in tenders. Organising the participation of Russian delegates in international conferences, helping with visas for different countries, communication with foreign suppliers. Communication with clients and service providers 24/7. Working with bookkeeping regarding invoices and other documentation.

Visas specialist · Natalie tours

Decembrie 2012 - Martie 2013 · 3 luni

Checking documents for Schengen visas, UK visas, USA visas, Russians visas for foreign delegates.
Advising agencies about the required documents for different types of visas.

Store Manager · Euroset*Noiembrie 2011 - Decembrie 2012 · 1 an 1 lună*

Arranging loans and insurances via computer programme,
receiving goods deliveries and organise
display of goods, dealing with documents and banking, assisting
with regular and annual stock checks,
resolving problems and dealing with complains, staff training,
dealing with promotional events in the
shop.

Sales Consultant · Euroset*Decembrie 2007 - Noiembrie 2011 · 4 ani*

Customer face-to-face advising about goods (different electronic
devices), direct sales, operating the till
and handling cash, credit/debit cards and gift cards transactions.

Studii: Superioare**Moscow State Institute for Tourism Industry n.a. Y.
Senkevich***Absolvit în: 2012*

Facultatea: Socio-cultural service and tourism

Specialitatea: Socio-cultural service and tourism