



🙎 38 ani

♂ Masculin

O Anenii Noi

□ 10 000 MDL

Preferințe

• Full-time

Limbi

• Română · Nu cunosc

• Rusă · Nu cunosc

• Engleză · Fluent

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

Administrative support

Despre mine

I love traveling and meeting people, reading and football

Ability to learn new skills

Ability to work without supervision

Proven ability to work under tight schedules

Time management Proven critical thinking and strong analytical mind

Conflict resolution abilities

Excellent communication and writing skills

A good team player

Ability to act calmly in emergencies and to respond in a professional manner to stressful situations

Experiența profesională

Account/HR Assistant · Abc ifendu steel company

Itd · Lagos Nigeria

Februarie 2021 - Prezent · 4 ani 10 luni

Managed All Accounting Transactions

Reconciled Accounts And Deals With Bank Transactions

Preparing Financial Statement

Preparing Budget

Hanling Monthly, Quaterly And Annual Expenses

Resolving Of Cash And Cheque Transactions

CUSTOMER SERVICE /ADMIN ASSISTANT -

FREEWIND NIGERIA LTD

Martie 2013 - Noiembrie 2015 · 2 ani 9 luni

Managing and monitoring the implementation of the resource allocation process.

Managing and allocating duties to staff within the office in accordance with organisational policies and procedures.

Managing relevant disciplinary procedures for staff.

Dealing with general staff recruitment matters.

Dealing with customer complaints and resolution

Provided excellent services to customer

BUSINESS DEVELOPMENT EXECUTIVE (BDE)

BUSINSPRINGPARK YAAD HOTELS NIG

Ianuarie 2010 - Septembrie 2012 · 2 ani 9 luni

Evaluating marketing campaigns Contributing, developing, market plans and strategies Conducting market research

Studii: Superioare

Olabisis onabanjo university Nigeria

Absolvit în: 2014

Facultatea: Management

Specialitatea: Human resource management

Olabisis onabanjo university Nigeria

Absolvit în: 2012

Facultatea: Social science Specialitatea: Accounting

Olabisis onabanjo university Nigeria

Absolvit în: 2010

Facultatea: Social science Specialitatea: Accounting