



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

Office Assistant, Document controller, Admin Coordinator

About me

More than 4 Years working experience as Office Assistant. I am a well-organized, dependable and reliable person. Enjoying working alone or as a team player, open to learning new ideas. I am eager to demonstrate my performance in the work duties assigned. Strengthen the organization by utilizing my administrative skills and experience I have obtained through my work experience.

Work experience

Office assistant, Document Controller, Admin Coordinator · Expertise company C.J.S.C · Chişinău
January 2021 - Present · 4 years 9 months

- Documents controller.
- Office support team leading
- Maintaining office equipment as needed
- Maintaining office file.
- Answering phone calls.
- Scheduling meetings & sending meeting invites to attendees.
- Welcoming visitor to our office.
- Provide polite & professional communication.
- Processing and documentation of ids.
- Reporting of employees to the planning department.
- Understand the necessity of project and client meeting.
- Managing and sharing employee's timesheet with payroll department.
- Identifying and resolving workplace problems.

Skills: Team Working

Desired industry

- Office / Secretarial

👤 30 years

♂ Male

📍 Chişinău

💰 20 000 MDL



TOP Skills

- Team Working · 4 years

Preferences

- Full-time
- In-house

Languages

- **Romanian** · Don't know
- **Russian** · Don't know
- **Arabic** · Communication
- **Hebrew** · Communication

Skills

- Teamwork

Driving licence

Category: C

Education: Incomplete higher

Gopinathpur Al-Haj Shah Alam College

Currently studying

Faculty: Higher Secondary

Speciality: Accounting

Courses, trainings

Computer course

Currently studying

Organizer: Shapla House