



👤 22 years  
📍 Chişinău  
💰 17 000 MDL

**Contact details are available for a fee.**  
**Details here:**  
<https://www.lucru.md/ru/preturi/cv>

## Specialist back office

### Work experience

**HOS Monitoring Specialist** · VVT Group Inc · Chişinău

*January 2024 - January 2025 · 1 year 1 month*

Communicating with truck drivers to correct, adjust, or complete information in official documents. Maintaining accurate records of drivers working hours, breaks and sleep hours

Skills: Microsoft Excel, Communication Skills, Team Working

**Information Systems Analyst** · N/A · Chişinău

*December 2022 - December 2023 · 1 year 1 month*

Analyzing and processing company data.

Preparing market trend reports and supporting business decision making.

Skills: Communication Skills, Time Management, Writing of Reports, Analytical Thinking

**Sales Manager** · One Euro Call · Chişinău

*October 2021 - November 2022 · 1 year 2 months*

Interacting with clients, selling natural products and providing phone consultations.

Skills: Time and Activity Management, PC Tools, Communication Skills

### Desired industry

- Call Center / Back Office

### Education: Incomplete higher

**IPLT „Gaudeamus”**

*Graduated in: 2022*

### TOP Skills

- **Communication Skills** · 3 years
- **Time and Activity Management** · 1 year
- **PC Tools** · 1 year
- **Microsoft Excel** · 1 year
- **Team Working** · 1 year
- **Time Management** · 1 year

### Preferences

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

### Languages

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

### Skills

- Positive Attitude
- Communication Skills
- Microsoft Office
- Work ethic
- Professional Responsibility

**Academia de Studii Economice a Moldovei**

*Currently studying*

Faculty: Economie Mondială și Relații Economice Internaționale

Speciality: Relații Economice Internaționale