



♂ Masculin  
⌚ Chișinău

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

## Asistent

### Despre mine

Career Summary

Aug 2011- Sept 2012 Office assistant

Lina Consult Ltd, London, United Kingdom

- Receiving and attending to clients queries on a daily basis
- Ensuring the highest standards of customer service
- Answering and screen incoming calls
- Assist with organization of company and events
- Prepare letter and documents
- Utilize MS Office fully in daily tasks and responsibilities

Jan-Aug 2009 Court Training

- Performing as part of compulsory practical training, a variety of duties within clerkship
- Working alongside court officials and independently in the reviewing of appellate briefs, trial records, additionally researching and analysing case law

2007-2008 Computer Operator

Alfox-Investment SRL, Chisinau, Moldova

- Utilising excellent communication and computer skills to promote investment brokerage services via the Internet
- Responsible for selecting, processing and entering data into the company database to verify accurate monitoring of clients and services
- Ensuring all administrative and instructional computing needs and requirements are met through the organisation, prioritisation and maintenance of requests within the company system