



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

Support specialist

Despre mine

ADDITIONAL INFORMATION

Willing to travel;
Willing to relocate
Driving license cat. "B"

HOBBIES

Books,
Cooking
Traveling,
Sport(Fitness, GYM)
EXPERIENCE WITH COMPUTERS
Microsoft Windows;
office suite MS Office: Word, Excel; PP,

- 👤 27 ani
- 👤 Feminin
- 👤 Chișinău
- ✉ 20 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Comunicare
- **Rusă** · Fluent
- **Engleză** · Comunicare

Permis de conducere

Categoria: B
Cu automobil personal

Experiența profesională

Sales Manager/ support manager · Expert Market Group SRL · Chișinău

Septembrie 2021 - Prezent · 4 ani 5 luni

- Monitoring Company main email Address.
- Incoming and outgoing correspondence
- Redirecting the emails to the right department
- Looking for potential clients. Discuss with them about work process
- Confirming legal details getting the agreement filled and working on daily sales process
- Driving the sales process from plan to the end.
- Presenting sales, revenue and expenses reports and realistic forecast to the management team
- Identifying emerging markets and market shifts while being fully aware of new products and competition status

talk-show reporter · GMG PRODUCTION · Chișinău

Martie 2020 - August 2021 · 1 an 6 luni

Show name was TRUTH TIME- where people were getting support and help in solving their life problems
- had my working schedule sometimes from early morning - even

6 am - till 9-10 pm when needed to travel and convince people to give the interview and reveal the truth about their story on TV - on camera .

- I was searching for the show Topic among the news and other sources .- getting approval from producer on that topic
- Finding the people involved (their contact details , address)
- Contacting the people to find out more details and convincing them to give me the interview on camera and participate in our show .
- Writing all the show scenario , with all the details and text for all the participants.
- Geetting final approval.
- Monitoring closely all the show and offering the needed help to all participants

Studii: Superioare

USM

Absolvit în: 2021

Facultatea: Jurnalism și științe ale comunicării

Specialitatea: Jurnalism

Cursuri, training-uri

Miccrosoft office course (word , Exccl, Power point)

Absolvit în 2015

Time management training with Gleb Arkhangelski

Absolvit în 2019

Organizator: Gleb Arkhangelski

Method of blind typing on a keyboard(Solo) English and Russian languages.

Absolvit în 2020

Business Englis

Absolvit în 2016

English Lessing

Absolvit în 2015

Organizator: ILTC school