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# **Dispatcher; agent vanzari; account manager**

♀ 29 ani  
♂ Masculin  
⌚ Chișinău

## **Preferințe**

- Full-time

## **Limbi**

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

## **Despre mine**

- Organizational Skills: Good organizational abilities within a group. Setting individual tasks, motivating and cooperating for the involvement of each group member. Good conflict resolution and problem-solving skills, fast learning and opened for new challenges.
- Social Media/ Social Network Online Communications (Bria, Screenleap, Zoom, Skype, Mail, Outlook, Gmail, Strato) Office Suite: Microsoft Office;
- Organizational Skills Good organizational abilities within a group. Setting individual tasks, motivating and cooperating for the involvement of each group member. Good conflict resolution and problem-solving skills.

## **Experiența profesională**

### **Asistent coordinator** · Romanian Football Federation · Bucharest

*Ianuarie 2019 - Martie 2022 · 3 ani 2 luni*

- Coordination and scheduling of meetings, training sessions, and events.
- Ensuring that all team members are aware of important dates and deadlines.
- Preparation of documentation for travel.
- Maintaining comprehensive and organized records of team activities, decisions, and plans.
- Management of various administrative tasks such as filing, sending essential emails for daily team operations

### **sales agent** · SIDAL COSMETICS SRL · Chișinău

*Ianuarie 2019 - Aprilie 2020 · 1 an 4 luni*

- Presentation and promotion of company products.
- Maintaining relationships with existing clients, market prospecting, and contract conclusion.
- Achieving the sales plan. Monthly reporting on the status of sales to current and potential clients; tracking client payments.

- Monitoring the preparation of goods for shipment to clients

### **Account manager · TO THE TOP**

*Ianuarie 2018 - Martie 2019 · 1 an 2 luni*

- Preparation of potential client portfolios; continuous updating of the database.
- Presentation of company services and client qualification for a better understanding of their profile (B2B regime).
- Contract conclusion.
- Identification of client-reported issues and providing support for their resolution.
- Maintenance of communication during collaboration to achieve a satisfactory customer experience.
- Compilation of reports regarding the client portfolio situation.

### **Studii: Superioare**

#### **University of Craiova**

*Absolvit în: 2020*

Facultatea: Faculty of Naval Engineering

Specialitatea: BACHELORS DEGREE IN NAVAL ENGINEERING