



IM

- 👤 38 years
- 👤 Female
- 👤 Chișinău
- ✉ 1 500 USD

TOP Skills

- **Safety and security** · 8 years
- **Emails** · 4 years
- **Attending calls** · 4 years
- **HR documents and stay permits** · 1 year
- **Processing work** · 1 year
- **Investemts** · 9 months

Preferences

- Part-time
- Full-time
- Flexible
- No schedule
- Remote
- Hybrid

Languages

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

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

Sales, Call-centre operator

Work experience

Office manager · Elite construction and general maintenance · Abu Dhabi

January 2021 - June 2025 · 4 years 6 months

- attending calls/emails
- scheduling meetings

Skills: Emails, Attending calls

Flight attendant · Etihad Airways · Abu Dhabi

February 2012 - June 2020 · 8 years 5 months

- attending guests need in service
- adhering to safety and security rules and regulations for a flight

Skills: Safety and security

Assistant accounting manager · Emirates National Bank of Dubai · Abu Dhabi

April 2011 - December 2011 · 8 months

- reaching the priority banking clients
- opening deposits and priority accounts
- personal loans

Skills: Investemts, Personal loans, Credid cards, Deposits

HR assistant manager · Publika TV, Media Group · Chișinău

November 2009 - November 2010 · 1 year 1 month

- preparing work contracts
- documents for stay/work permit
- submitting visa documents
- applaying/submitting documents for work & stay permits

Skills: HR documents and stay permits, Processing work

Desired industry

- Call Center / Back Office

Education: Higher

ULIM

Graduated in: 2009

Faculty: Economics

Speciality: Banks and finances