



👤 26 years

📍 Chișinău

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

# Logbook operator, Ajutor Contabil, Assistant, Accounting Assistant

## TOP Skills

- **Resilience** · 8 months
- **Perseverance** · 8 months
- **Punctuality** · 8 months
- **Fast paced** · 8 months
- **Management of Stress** · 8 months
- **Independent Studies** · 8 months

## Preferences

- Flexible
- Full-time
- Part-time
- In shifts
- Remote

## Languages

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

## Work experience

### **Data Entry Specialist** · IGT NLC · Chișinău

*December 2024 - July 2025 · 8 months*

Preparing and processing shipping documents (invoices, delivery notes, packing lists)

Coordinating with transport companies, couriers, and warehouse staff

Tracking shipments and updating records so everyone knows where the goods are

Entering logistics data into ERP/accounting software

Checking incoming/outgoing goods against orders (no, "almost correct" doesn't count)

Handling phone calls/emails about deliveries, delays, or missing items

Maintaining filing systems for delivery receipts and customs docs

Assisting with inventory counts and stock reconciliation

Skills: Resilience, Perseverance, Punctuality, Fast paced, Management of Stress, Independent Studies, Self Motivation

## Desired industry

- Logistics / Transport