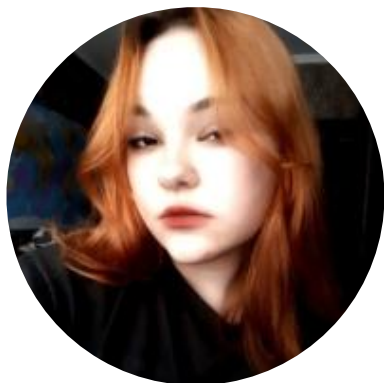




Contact details are available for a fee.
Details here:
<https://www.lucru.md/ro/preaturi/cv>

Office Manager

About me

I quickly grasp new processes and like it when work is moving forward and everything is on point. I prefer tasks where I can see the results and where there's the opportunity to earn a decent living. I adapt easily to change, am not afraid of responsibility, and am willing to learn what will really be useful in my work.

Desired industries

- Marketing / Advertising / PR
- Call Center / Back Office
- Office / Secretarial

Education: Secondary

V.Lupu

Graduated in: 2024

👤 19 years
♀ Female
📍 Chişinău
💰 10 000 MDL

Preferences

- Full-time
- In-house
- Hybrid
- Remote

Languages

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

Skills

- Analytical Thinking
- Prioritization of tasks
- Time management
- Working with data
- Maintaining processes and documentation
- Attention to Detail
- Solving non-standard problems
- Ability to learn and adapt to new tool
- Customer focus
- Success Driven Person
- Teamwork