37 ani

Masculin

Chișinău

18 000 MDL

Preferințe

- Full-time

Limbi

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

Permis de conducere

Categoria: B
Cu automobil personal

Manager/administrator

Experiența profesională

Administrator · S.C. TRUE SOUND S.R.L. · Bucuresti
Noiembrie 2017 - Prezent · 7 ani 1 lună

● Manage all aspects of daily business operations
● Supervise online and showroom sales of consumer and high-end audio products
● Establish sales targets, budgets, and forecasts, and ensure goals are met
● Setup and maintain showroom displays and provide effective product demonstrations
● Attend industry-wide trade shows and stay up to date on current products and technology
● Responsible for administrative and legal work, ensuring compliance with laws, policies, and procedures
● Maintain client database and implemented an outreach program to generate repeat business
● Handle phone calls, emails, and other correspondence
● Order and maintain inventory and ensure timely delivery of client products
● Promote new products and conceptualize creative sales campaigns to increase growth
● Assist with on-site custom installations for commercial and residential clientele

Assistant Restaurant Manager · Create Hospitality · Dubai
Iulie 2016 - Noiembrie 2017 · 1 an 5 luni

● Responsible for the overall business performance of the restaurant
● Coordinate daily front of the house and the back of the house restaurant operations
● Handle administrative and legal work, renewal of lease agreements and trade licenses
● Ensure compliance with health and hygiene legislation and safety regulations
● Create reports, budgets, and forecasts, and submit them to top management for analysis
● Perform inventory, order supplies, and review product quality

- Establish, maintain, and develop strong partnerships with suppliers
- Negotiate contracts with corporate clientele
- Organize, plan, and manage on-site and off-site catering events
- Appraise staff performance and provide feedback for improvement
- Recruit, train, supervise, and motivate staff
- Create staff schedules and manage payroll
- Brainstorm new ideas and strategies for business growth

Assistant Chief Concierge · VIDA Hotels&Resorts · Dubai
Iunie 2015 - Iunie 2016 · 1 an 1 lună

- Assist with managing concierge department, team schedules, prioritize and ensure all tasks are executed
- Ensure the cleanliness of the hotel lobby, the concierge desk area, luggage room, and store room
- Ensure every team member is properly uniformed according to the hotel's standard
- Handle operational and guest issues and liaise with management to take action for guest satisfaction
- Providing one-on-one care of VIP guests
- Identify upcoming/ongoing business and leisure events to ensure the entire front office team is updated
- Establish, maintain, and develop strong partnerships with the best-in-class Vendors
- Screen social media and travel sites for guest feedback and overall hotel scores, then evaluate observations and criticisms during team meetings

Concierge · VIDA Hotels&Resorts · Dubai
Iunie 2014 - Iunie 2015 · 1 an 1 lună

- Offer information about hotel facilities and services, local places of interest, shopping, dining, nightlife, recreational destinations or any other inquiries
- Make travel arrangements, reservations, book event tickets, and handle special or unusual requests
- Answer phone calls, screen emails, receive and deliver mail
- Receive, store and deliver luggage
- Communicate with other departments to ensure guests full satisfaction
- Respond to complaints by finding the best solution
- Execute back-office tasks and duties

Lider · Sales Manager

Iunie 2013 - Iunie 2014 · 1 an 1 lună

● Presentation, consultation and sales of residential and commercial roofing products
● Establish, maintain and develop strong business relationships
● On-site analysis and consultation to find effective solutions within the customer's budget
● Coordinate tasks and projects with other team members and departments
● Ensure product delivery and installation within schedule
● Analyze the market and monitor industry trends
● Attend technical, engineering, and installation training sessions and seminars
● Generate sales reports and develop strategies for continuous improvement

Personal Assistant · Edit1Media · Tacoma, Washington State
Iunie 2011 - Martie 2013 · 1 an 9 luni

● Organize correspondence, screen calls, schedule and coordinate meetings
● Prepare sales packets, presentations, and contracts
● Organize and manage the president's calendar and ensure all tasks are done on time
● Book travel, transport, and accommodation for the president and/or company staff
● Manage shoots and ensure smooth operation on-site
● Liaise with the staff and create a comfortable work environment
● Maintain a strong relationship with the company's partners and suppliers
● Collate expenses, prepare reports, and forecast budgets

Waiter · Tapas Adela · Baltimore, Maryland State
Mai 2010 - Mai 2011 · 1 an 1 lună

● Attend to customers upon entrance
● Present the menu and help customers with their food and beverage choice
● Take and serve food orders and ensure the guests have an overall excellent dining experience
● Communicate with other restaurant employees to ensure smooth operations
● Proceed with the closing duties

Lifeguard · Sunset Pools · Baltimore/Washington DC
Februarie 2010 - Mai 2011 · 1 an 3 luni

- Supervise swimmers to provide a pleasant and safe experience to hotel guests
- Provide first aid and/or rescue as needed
- Maintained equipment and chemical balance of the pool

Studii: Superioare

Universitatea de Stat Educatie Fizica si Sport
Absolvit în: 2013
Facultatea: Educatie Fizica si Psihopedagogie
Specialitatea: Educatie Fizica si Psihopedagogie

Universitatea de Stat din Moldova
Absolvit în: 2008
Facultatea: Facultatea Relatii Internationale si Stiinte Politice
Specialitatea: Stiinte Politice