



- 👤 39 years
- ♀ Female
- 📍 Chişinău

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

# Менеджер со знанием английского языка / Manager with knowledge of English language

## About me

permis de sedere (Молдова), изучение румынского языка (A2-B1).

## Work experience

### Storekeeper, order collection, purchasing · Dolgana Silver

*May 2023 - September 2023 · 5 months*

Formation of orders, delivery of goods from a warehouse, keeping a cash register, inventory, orders to suppliers by the 1C system / Формирование заказов, выдача товара со склада, ведение кассового аппарата, инвентаризация, заказы поставщикам по системе 1C

Skills: Team Working

### Logistics Assistant · NICHHA · Moscow

*January 2022 - May 2022 · 4 months*

Work in the 1C system, assistance to the logistics manager in preparing documents for customs clearance (container shipping), reports in Excel (formulas, VLOOKUP, pivot tables), interaction with other departments (sales, accounting, warehouse).

Skills: Team Working

### Export Department Assistant · JOINT STOCK COMPANY "PHARMASINTEZ" / АКЦИОНЕРНОЕ ОБЩЕСТВО "ФАРМАЦИНТЕЗ" · Moscow

*March 2019 - June 2021 · 2 years 4 months*

## TOP Skills

- **Продажа аксессуаров категории люкс** · 2 years
- **Team Working** · 9 months

## Preferences

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

## Languages

- **Romanian** · Medium
- **Russian** · Native
- **English** · Communication

## Skills

- Work experience with office equipment
- Knowledge of MS Office
- Knowledge of 1C system
- Excel
- Business correspondence
- English (level B2)
- Google Docs
- High speed printing ability (Russian/English languages)
- ABC анализ
- XYZ анализ

Work in the 1C and Docsvision system, compiling reports in Excel (formulas, VLOOKUP, pivot tables), interacting with other departments of the company, sending and receiving documents, translating pharmaceutical documents into English.

**Medical consultant** · AlfaStrakhovanie /  
АльфаСтрахование · Moscow

*March 2016 - December 2018 · 2 years 10 months*

Voluntary health insurance consulting.

**Sales consultant** · Bosco di ciliegi (ритейлер  
брендовых товаров) · Moscow

*February 2013 - October 2015 · 2 years 8 months*

sale of sunglasses, lenses, medical frames / продажа солнцезащитных очков, линз, медицинских оправ.

Skills: Продажа аксессуаров категории люкс

## **Desired industry**

- Management

## **Education: Higher**

**Plekhanov Russian University of Economics**

*Graduated in: 2020*

Faculty: Additional professional education

Speciality: Business english

**Plekhanov Russian University of Economics**

*Graduated in: 2017*

Faculty: Additional professional education

Speciality: Logistics

**Moscow State M.V. Lomonosov's University**

*Graduated in: 2010*

Faculty: Faculty of Medicine

Speciality: Medicine