

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

SMM Manager

Experiența profesională

Business assistant · ZephyrLab

Februarie 2022 - August 2022 · 7 luni

Город Москва.

Specialist of the combined service and visa center · VFS Global LLC

Octombrie 2019 - Iunie 2020 · 9 luni

Consulting clients, accepting and checking documents for applying for a visa; Processing visa documents; Receiving biometric data; Issuing ready-made documents to clients; Selling additional services of the Visa Application Center.

Location - Moscow, Russia

Administrator · Imperial Thai





Iulie 2017 - Iulie 2019 · 2 ani 1 lună

Meeting ,advising clients on all salon services;
Personnel Management;
Sale of services, cosmetics, subscriptions, certificates;
Daily reporting;
Full control over cleanliness and aesthetics
Location - Moscow, Russia

Secretary · Office Line

Mai 2017 - Decembrie 2017 · 8 luni

reception and distribution of telephone calls
receiving and sending business correspondence
work with courier services
ordering passes for visitors
meeting visitors
accounting
Location - Moscow, Russia

-  26 ani
-  Feminin
-  Chișinău
-  **20 000 MDL**

Preferințe

- Part-time

Limbi

- **Română** · Elementar
- **Rusă** · Fluent
- **Engleză** · Comunicare

Studii: Superioare

Moscow State Regional University

Absolvit în: 2019

Facultatea: Physics and Mathematics

Specialitatea: Computer science

Cursuri, training-uri

Frontend Development

Absolvit în 2021

Organizator: Web Hero School

Amirkhanova SMM School

Absolvit în 2023

Organizator: Diana Amirkhanova