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Manager Coordinator

Despre mine

I like to learn new things.

I am open to challenges.

I am an organized, detail-oriented, hardworking person who is willing to invest the necessary effort to achieve my goals.

I am eager to join a motivated team and contribute to the organization's success through my passion for the respective field.

I am convinced that through determination, perseverance, and the constant desire to evolve, I will be able to build a successful career.

I look forward to the opportunity to demonstrate my potential and learn from experienced professionals. I am available for an interview and to discuss more about how I can contribute to the success of your organization.

Experiența profesională

Project Manager · AGV Service Group · Chișinău

Mai 2019 - Prezent · 5 ani 10 luni

- Provides information by answering questions and requests;
- Resolves administrative problems by analyzing information;
- Maintains continuity of work operations by documenting and communicating needed actions to management, discovering irregularities, determining continuing needs.
- Maintains rapport with customers;
- Accomplishes department and organization mission by completing related results as needed.

Office Manager · "Maestro-Nut" · Chișinău

Mai 2018 - Mai 2019 · 1 an 1 lună

- Manage all aspects of operations so as to ensure a smooth running of the office;
- Supply management and inventory control;
- Assist with planning corporate events and meetings, - make travel arrangements;
- Keep management and colleagues informed regarding upcoming events;
- Assist in compiling various reports, team meetings briefs, etc. making sure all information is up to date;

- 👤 44 ani
- ♀ Feminin
- 📍 Chișinău
- 💰 **15 000 MDL**

Preferințe

- Full-time

Limbi

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

- Prepare internal orders, control correspondence, answer phone calls and emails;
- Act as the main contact person for suppliers, clients, state institutions.

Business Consultant · M Business Center, Conrad Hotel, Dubai UAE · Dubai UAE

Aprilie 2017 - Februarie 2018 · 11 luni

- Arrange the meetings with the clients to Set up their Companies;
- Organise and execute assigned corporate and sponsorship according to the clients business activities;
- Develop detailed business setup procedure;
- Meet with assigned clients when needed and perform an initial agreement;
- Collect information about the client's business and arrange the procedure of their license setup;
- Follow up with PRO and client, regarding License Registration procedure;
- Providing the customers with the high-level service.

Receptionist cum Secretary · Meera Al Sham Global · Dubai, UAE

Septembrie 2014 - Martie 2017 · 2 ani 6 luni

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.

Senior Sales · "Giorgio Armani" Dubai · Dubai, UAE

Iulie 2013 - Septembrie 2014 · 1 an 3 luni

- Greeting customers as they enter the store;
- Quickly and accurately determining their possible needs, and recommending merchandise to them;
- Restock and return unwanted merchandise to the appropriate storage area;
- Operate the cash register in an efficient manner;
- Inform customers of ongoing store promotions when appropriate;
- Assist fellow team members with larger tasks throughout the day;
- Greet and thank customers for their business.

Receptionist · "Sheraton Hotel" Nigeria, Ikeja · Lagos

Mai 2003 - August 2007 · 4 ani 4 luni

- Welcome and greet guests;
- Answer and direct incoming calls;
- Inform guests of hotel rates and services;
- Make and confirm reservations for guests;
- Register and check guest's in and close guest accounts and check guests out;
- Maintain clear and accurate records of guest room bookings;
- Compute all guest billings, accurately post charges to guest rooms and house accounts;
- Provide accurate information about local attractions and services;
- Complete and maintain any incident reports, daily activity reports or other reports requested by management;
- Manage conference room bookings and scheduling;
- Review accounts and charges with guests during the check-out process;
- Process accurate payment of guest accounts.

Domeniul dorit

- Vânzări / Retail

Studii: Superioare

University of European Political and Economic Studies "Constantin Stere" Chisinau, Moldova

Absolvit în: 2016

Facultatea: Bachelor degree in European Political and Economic Science

Specialitatea: Consulate Representative