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# Data Entry / Processing Specialist

## Опыт работы

**Customer support agent** · Hot Software · Кишинев  
*Сентябрь 2024 - Январь 2025 · 5 месяцев*

Answered customers inquires and fulfilled their requests.

Навыки: Multitasking

**Sourcing specialist, Vendor management department** · US Software Solutions · Кишинев  
*Ноябрь 2023 - Август 2024 · 10 месяцев*

- Reviewed documents for staff to proofread for errors, correct formatting and verify factual information.
- Accurately reconciled and processed expense reports for employees.
- Handled incoming calls for staff, answering questions, directing calls and documenting messages.
- Classified physical and digital documentation with correct codes.
- Gathered information, created charts and produced reports for staff.
- Transcribed or scanned data to create new files.
- Sorted and organised different types of information by document type, personnel or location

**Dispatcher, Car hauling** · Nex Dispatch · Кишинев  
*Август 2023 - Ноябрь 2023 · 4 месяца*

- Responded to emergency and non-emergency calls and recorded important information.
- Negotiated contracts with vendors and suppliers to meet transport budget targets.
- Optimised multimodal transport services to meet or exceed client requirements.
- Determined weight of goods and selected proper limits for passenger and crew safety.

- 👤 24 года
- ♂ Мужской
- 📍 Кишинев
- 💰 15 000 MDL

## ТОП Навыки

- **Multitasking** · 5 месяцев

## Пожелания

- Полный день
- Гибкий график
- На территории работодателя
- Гибрид (Дом/Офис)

## Языки

- **Румынский** · Родной
- **Русский** · Родной
- **Английский** · Средний

- Investigated and resolved issues with transport services.
- Monitored shipment times and trends of different services to identify areas of deficiency and potential improvements.
- Coordinated loading and unloading of vehicles with minimal delay at distribution points.
- Utilised radio, phone or computer to instruct crews and field units regarding exact locations.
- Kept in touch with field crew to verify resolution of incident.
- Oversaw route and condition of field units to manage daily schedule.
- Notified customers regarding availability, status and shipment date

**Finance and investments specialist** · IQ  
MANAGEMENT PRIME SRL · Кишинев

*Октябрь 2022 - Август 2023 · 11 месяцев*

- Applied maths abilities to calculate and check financial figures.
- Received and checked financial statements and reconciled related accounts.
- Gathered information, created charts and produced reports for staff.
- Sorted and organised different types of information by document type, personnel or location.
- Managed cash flow and liquidity, mitigating financial risks and ensuring stability

**Warehouse and logistics manager** · National Army  
of Moldova · Кишинев

*Январь 2021 - Октябрь 2022 · 1 год 9 месяцев*

- Introduced operational and administrative procedures to uphold integrity of current processes.
- Enhanced picking and packing output through targeted team coaching and feedback.
- Retained knowledge of products and services for reliable staff and customer guidance.
- Audited stock to identify discrepancies and restore balance and order.
- Verified quantity and quality of goods on inbound and outbound deliveries.
- Reviewed purchasing, storage and distribution practices in line of industry advancements.
- Enforced safety measures and proper use of PPE.
- Minimised accidents and near misses with rigorous health and safety training.
- Liaised with customers and other departments to plan

timely transportation of goods.

- Leveraged supply management experience and industry contacts to streamline distribution activities.
- Maintained documentation and reports using excellent IT skills in Outlook, Word and Excel.
- Tracked storage levels and controlled stock to meet supplier requirements and fulfill contract terms.
- Established operational and administrative procedures and enforced controls.
- Delegated tasks and coordinated warehouse workflow to support continuous productivity.
- Removed non-conformant and damaged items and secured replacements to limit production delays.
- Quality-checked completed work to maintain agreed standards and achieve customer satisfaction.

## **Желаемые отрасли**

- Офис / Секретариат
- Логистика / Транспорт

## **Образование: Среднее**

**Vasile Vasilache Lyceum**

*Год окончания: 2019*