



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

## Бизнес ассистент

### Despre mine

Ответственная, добросовестная, интеллигентная.

### Experiența profesională

**Менеджер по развитию бизнеса** · Naringi Cafe  
*Octombrie 2023 - Prezent · 1 an 2 luni*

- Build strong relationships with industry professionals, competitors, vendors and other personnel
- Contribute to the reputation of the organization by entering and achieving professional awards.
- Support team members
- Building and Maintaining Relationships
- Identifying Business Opportunities
- Collaborating with Other Departments
- Suggest improvements in business strategies

**Ассистент Генерального Директора** · Bemol SRL  
*August 2023 - Prezent · 1 an 4 luni*

- Manage schedules and deadlines
- Answering and directing telephone calls;
- Dealing with requests and administrative inquiries from superiors;
- Organize and schedule appointments;
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes
- Assist the general manager in developing and executing business strategies to achieve organizational goals
- Oversee and manage daily operations, delegating tasks as necessary to ensure smooth workflow
- Supervise and mentor a team of employees, providing guidance and support to help them reach their full potential

**Отдел дизайна и закупок** · Artizana

- 👤 26 ani
- ♀ Feminin
- 📍 Chișinău

### Preferințe

- Full-time

### Limbi

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

### Permis de conducere

Categoria: B

*Decembrie 2020 - August 2021 · 9 luni*

I was responsible for:

- Product quality control;
- Conclusion of agreements with suppliers;
- Maintaining and updating supplier information such as qualifications, delivery times and product ranges;
- Researching and evaluating prospective suppliers;
- Selection of fabric and accessories for outwear.

**Content Manager Assistant** · Disney General Entertainment Content · США

*Octombrie 2020 - Ianuarie 2021 · 4 luni*

- I oversee the production and publication of new pieces of content for recurring copywriting (blog articles, emails, social media posts) and video;
- Assisted the Content Manager in preparing weekly internal account reviews for Friday meetings with the Director of Operations and the Content Manager.

**Studii: Superioare**

**ASE (Bucharest)**

*Absolvit în: 2023*

Facultatea: Business and administration

Specialitatea: Business and administration

**ASEM**

*Absolvit în: 2020*

Facultatea: Бизнес и администрирование

Specialitatea: Маркетинг и логистика