



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

Administrative support

Despre mine

I love traveling and meeting people, reading and football
 Ability to learn new skills
 Ability to work without supervision
 Proven ability to work under tight schedules
 Time management Proven critical thinking and strong analytical mind
 Conflict resolution abilities
 Excellent communication and writing skills
 A good team player
 Ability to act calmly in emergencies and to respond in a professional manner to stressful situations

Experiența profesională

Account/HR Assistant · Abc ifendu steel company ltd · Lagos Nigeria

Februarie 2021 - Prezent · 3 ani 10 luni

Managed All Accounting Transactions
 Reconciled Accounts And Deals With Bank Transactions
 Preparing Financial Statement
 Preparing Budget
 Hanling Monthly, Quaterly And Annual Expenses
 Resolving Of Cash And Cheque Transactions

CUSTOMER SERVICE /ADMIN ASSISTANT · FREEWIND NIGERIA LTD

Martie 2013 - Noiembrie 2015 · 2 ani 9 luni

Managing and monitoring the implementation of the resource allocation process.
 Managing and allocating duties to staff within the office in accordance with organisational policies and procedures.
 Managing relevant disciplinary procedures for staff.
 Dealing with general staff recruitment matters.
 Dealing with customer complaints and resolution
 Provided excellent services to customer

👤 37 ani
 ♂ Masculin
 📍 Anenii Noi
 💰 10 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Nu cunosc
- **Rusă** · Nu cunosc
- **Engleză** · Fluent

BUSINESS DEVELOPMENT EXECUTIVE (BDE) ·

BUSINSPRINGPARK YAAD HOTELS NIG

Ianuarie 2010 - Septembrie 2012 · 2 ani 9 luni

Evaluating marketing campaigns

Contributing, developing, market plans and strategies

Conducting market research

Studii: Superioare

Olabisis onabanjo university Nigeria

Absolvit în: 2014

Facultatea: Management

Specialitatea: Human resource management

Olabisis onabanjo university Nigeria

Absolvit în: 2012

Facultatea: Social science

Specialitatea: Accounting

Olabisis onabanjo university Nigeria

Absolvit în: 2010

Facultatea: Social science

Specialitatea: Accounting