



👤 25 years  
 ♀ Female  
 📍 Chișinău

## TOP Skills

- **Team Management** · 2 years
- **Attention to Detail** · 2 years
- **Ability to Multitask** · 2 years
- **Mentoring** · 2 years
- **Decision making** · 2 years
- **Result-oriented** · 7 months

## Preferences

- Full-time
- In-house
- Hybrid

## Languages

- **Romanian** · Communication
- **Russian** · Native
- **English** · Communication

## Skills

- Analytical Thinking
- Quick learner
- Multitasking
- Attention to Detail
- Leadership
- Time Management

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

# Data Entry Specialist

## Work experience

### **Content Manager** · Ultra

*November 2022 - Present · 2 years 4 months*

- Filing the online platform with text information and images
- Organising of work process and mentoring for team
- Collaboration with departments to improve results and problem solving
- Analysis and reporting
- Salary calculation

Skills: Attention to Detail, Decision making, Mentoring, Ability to Multitask, Team Management

### **Sales Manager** · Energy Fitness

*August 2019 - February 2020 · 7 months*

- Search and attraction clients
- Conducting meetings and service presentation
- Reporting and working with contracts

Skills: Sales skill, Resolving conflict situations, Result-oriented

## Desired industry

- Management

## Education: Incomplete higher

### **Universitatea Liberă Internațională din Moldova**

*Graduated in: 2022*

Faculty: Economy

Speciality: Tourism and Administration