



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

- 👤 44 ani
- ♂ Masculin
- 📍 Chișinău

## Preferințe

- Full-time

## Limbi

- **Română** · Comunicare
- **Rusă** · Fluent
- **Engleză** · Mediu
- **Ucraineană** · Mediu

## Permis de conducere

Categoria: B  
Cu automobil personal

# Administrator

## Despre mine

Sports, Cars, Travels.

The announcement of the tender, selection of the supplier, coordination installation and start-up of the system Video monitoring of company offices, systems GPS monitoring of company vehicles, Security and fire protection systems.

Participation in the organization of corporate events (New Year, birthday of the company, etc.). Participation in purchases of certain types of goods for the company (special clothing and footwear, stationery goods, furniture, vehicles etc.). Selection of providers and connection of offices to the Internet providers and GSM connection.

## Experiența profesională

### **Administrator MTE (Administrative director) ·**

Esplan-Lux SRL group of companies

*Septembrie 2008 - Prezent · 16 ani 5 luni*

Sep 2012 - 2017 / currently - Administrator MTE (Administrative director).

Sep 2009 / Sep 2012 - Head of Legal department, Head of HR and Internal Security.

Sep 2008 / Sep 2009 - Legal adviser.

May 2009 - Representative of the Quality management under international standard ISO 9001-2015.

Leadership and management of departments: legal department, personnel department, quality management department, department of material and technical supply, internal security department, IT department, transport department. Establish goals and objectives, ensure mutual understanding, provide assistance and advice to department staff, participate in tasks and achieve results; provide reports to the Director General on the results achieved. Personnel management firms according to the standard ISO 9001-2015.

## Studii: Superioare

### **State University of the Republic of Moldova**

*Absolvit în: 2002*

Facultatea: Faculty of Law

Specialitatea: Civil Law

## **Cursuri, training-uri**

### **Modern Management techniques**

*Absolvit în 2018*

Organizator: Oktrainings SRL

### **Internal Auditor Course for the Quality Management Systems against the requirements of ISO 9001-2015.**

*Absolvit în 2018*

Organizator: Top Consulting SRL

### **IT Essentials**

*Absolvit în 2017*

Organizator: Cisco Systems, Inc.