



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

Facility and Property manager/ Procurement manager

Despre mine

Active life position

Self-development

Biking

Yoga

Travelling

Experiența profesională

Head of Administrative Department · Advertising holding "Megapolis" · Kyiv/ Ukraine

August 2021 - Februarie 2022 · 7 luni

- support of the holding's facilities;
- management of the administrative department;
- optimization of end-to-end business processes - logistics, administrative support;
- drafting job descriptions for the department;
- design of a plan for operational and investment purchases;
- procurement management;
- monitoring of the commercial lease market, negotiating with Landlords, conclusion/support of contracts;
- manager of the holding rebranding project;
- project manager of corporate events;
- modeling of business processes in the functional area;
- management reporting (month, quarter, half year, year) - optimization of operating costs;

Achievements:

- Optimization of end-to-end business processes, increasing the efficiency of the department

Head of Administrative Department · Ukrtelecom/ Head office · Kyiv/ Ukraine

Octombrie 2016 - Iulie 2021 · 4 ani 10 luni

👤 35 ani

♀ Feminin

📍 Chișinău

💰 15 000 MDL

Preferințe

- Full-time

Limbi

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

Permis de conducere

Categoria: B

Cu automobil personal

- facility support - more than 900 employees, more than 25,000 m²;
- management of the administrative department;
- functional head of the 5 company's macro-regions;
- budget management;
- design of a centralized plan for operational and investment purchases of the company;
- procurement management
- conclusion/support of Contracts - more than 80 vendors contracts;
- control of supplier contracts - cleaning, furniture, transportation and movement, floristry, food, household and office equipment, maintenance and repair of office equipment, waste, stationery, office paper and other needs;
- head of the functional direction within the framework of office reconstruction projects ;
- Accounting for fixed assets and inventories - more than 10 thousand units;
- modeling of business processes;
- management reporting (month, quarter, half year, year) - optimization of operating costs;

Achievements:

- Optimization of business processes for working with internal clients on the ServiceDesk app
- Increasing the level of efficiency of the department's work using the 360-degree assessment method

Administrative Manager · Shopping mall TSUM · Kyiv/ Ukraine

Octombrie 2016 - Octombrie 2017 · 1 an 1 lună

FACILITY AND PROPERTY MANAGEMENT

Manager of Administrative Department · Ukrtelecom/ Head office · Kyiv/ Ukraine

Iulie 2015 - Octombrie 2016 · 1 an 4 luni

FACILITY AND PROPERTY MANAGEMENT

Studii: Superioare

Interregional Academy of Personnel Management, Kyiv/ Ukraine

Absolvit în: 2012

Facultatea: Economics and business management

Specialitatea: Management of organizations