



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

👤 26 ani
♂ Masculin
📍 Chișinău
💰 20 000 MDL

TOP Competențe

- **Control** · 2 ani
- **Calling people and meeting them** · 1 an
- **Reporting.** · 1 an
- **Communications.** · 1 an

Preferințe

- Full-time
- Fără program
- Flexibil
- Part-time
- În ture
- Remote
- Hibrid (Oficiu/Acasă)
- În locația angajatorului

Limbi

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

Permis de conducere

Categoria: B

Recruiting

Experiența profesională

CONSULTANT, International Organization for Migration (IOM) · International Organization for Migration

Septembrie 2023 - Septembrie 2024 · 1 an 1 lună

- Engaged extensively with people, including meetings with refugees and beneficiaries.
- Conducted needs assessments to identify the most urgent support required by beneficiaries.
- Monitored and managed information flow.
- Assisted in sorting and distributing humanitarian aid.
- Provided guidance and support to beneficiaries on available resources and services.
- Prepared reports and updates on the status of projects and beneficiary needs.
- Focused on fieldwork and did not handle incoming hotline calls

Competențe: Communications., Reporting., Calling people and meeting them

ADMINISTRATIVE ASSISTANT, lanch:time coffee CAFÉ · lanch:time

August 2022 - August 2024 · 2 ani 1 lună

- Monitored and managed employee schedules.
- Ensured orderliness in the café and coordinated supplies.
 - Handled customer service issues and resolved complaints.
 - Supervised daily operations to maintain a high standard of service.
 - Managed inventory and placed orders for necessary supplies.
 - Coordinated with vendors and maintained relationships for smooth operations.
 - Trained new staff and provided ongoing support.

Competențe: Control

CHEF · Uniresto Grup SRL

August 2021 - Aprilie 2022 · 9 luni

Storing excess food at the correct temperature in order to avoid

spoilage.

- Ensuring that food portions and food presentation meet company standards.
- Monitoring supplies and re-ordering stock as needed.
- Ensuring that cooking utensils are clean before each use.
- Cleaning and sterilizing food preparation areas.
- Assisting other cooks to ensure that food orders are completed in a timely manner.
- Efficiently resolving problems with customers' orders.

ASSISTANT CHEF · Uniresto Grup SRL

Aprilie 2021 - August 2021 · 5 luni

- Assist with food preparation and cooking as required.
- Prepare the counter to the standards laid down by the Head Cook.
- Operate any control systems as defined by the Head Cook, completing necessary records.
- Prepare cooking ingredients.
- Perform the duties of the Head Cook in his absence.

ACCOUNTING ASSISTANT, · Argon Sigma

August 2018 - Noiembrie 2018 · 4 luni

- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase journals.
- Recording and filing cash transactions.
- Controlling credit and chasing debt.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Bank reconciliation.
- Updating and maintaining procedural documentation.

ADMINISTRATIVE ASSISTANT · Bis Restaurant

Ianuarie 2018 - August 2018 · 8 luni

Review and maintain written and computer files, plus conduct data entry.

- Assist in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties.
- Research and collect information.
- Help implement new programs, procedures, methods, and systems.

Domeniul dorit

- Call-center / Back-office

Studii: Superioare incomplete

Agro-Industrial College

Absolvit în: 2021

Facultatea: COMMODITY SCIENCE

Specialitatea: COMMODITY SCIENCE