



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

## Manager / Admin

### Despre mine

Being a very ambitious and loyal person, I am a team player and I strongly believe that a well fused and coherent team can create great things. Dutiful and very punctual, I love people, all sorts of experiences and

communication. I consider myself skillful, responsible and with a great experience managing deadlines.

### Experiența profesională

**Administrator contract** · Hazelwood Practice · Londra

*Martie 2020 - Ianuarie 2023 · 2 ani 11 luni*

In charge of the contract between National Health Service (NHS) and the practice regards Oral Surgery field (Level 2 IMOS). In management all the

patient's referrals from the General Dentist Practitioner (GDP) which are sent to our Oral Surgery Department from the moment of receiving until

the moment of discharging. Responsible for sending the referrals to a level 3 provider for treatment and for sending reports and discharging letters back to GDP. Preparing monthly reports for NHS. Taking phone

calls from the NHS and the private line, checking patient's details and providing support regarding appointments, also providing information about the stage of the referral. Direct work with the oral surgeon:

preparing and checking the day list, X-rays, adding the triage result in each file, for each patient in our working system.

**Administrator Departament SPA** · Berd's Design Hotel

*Iunie 2017 - Aprilie 2019 · 1 an 11 luni*

In charge of the SPA Department (involving and the Beauty Salon) inside of a 5 star hotel. Taking phone calls, booking appointments for our guests and charging for the services. Consultancy and providing support regarding the menu, gift certificates, also preparing some of the offers for our clients. Consultancy in selling our beauty and SPA products. Also, responsible for creating a long lasting relationship with the clients, responsible for a elegant atmosphere and a perfect

👤 37 ani  
 ♀ Feminin  
 📍 Chișinău  
 💰 20 000 MDL

### Preferințe

- Full-time

### Limbi

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

### Permis de conducere

Categoria: B

service. Ready  
anytime to offer the best support for all our guests.

**Administare/asistenta medicala** · Super-Dent  
*Iulie 2016 - Septembrie 2017 · 1 an 3 luni*

Working with the dentist and taking care of the dental instruments. Supplying with the necessary materials for a good development of the practice which involves making orders to the shop-partners. Preparing monthly reports regarding the stock of materials from the storage. Also, part-time receptionist responsible for booking in our internal system, charging for the services and preparing daily reports.

**Receptie Hotel** · IGV-Club Santagiusta Resort · Insula Sardinia, Italia

*Mai 2015 - Septembrie 2015 · 5 luni*

Scholarship offered by Perspectiva University from Chisinau in partnership with the Italian Agency - Europe 3000, based in Bergamo, Italy.

Guests welcoming with check-in/check-out and support in various questions.

Part of the animation team and volunteer in Mini-Club Zone.

## **Studii: Superioare**

**Universitatea Perspectiva**

*Absolvit în: 2016*

Facultatea: Servicii Publice

Specialitatea: Turism

**Colegiul National de Medicina si Farmacie**

*Absolvit în: 2010*

Facultatea: Medicina Generala

Specialitatea: Asistență medicala

**Liceul Teoretic Boris Cazacu**

*Absolvit în: 2006*

Facultatea: Profil umanist

Specialitatea: umanist

## **Cursuri, training-uri**

**IMarketing Curs**

*Absolvit în 2022*

Organizator: IMarketing Company