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# Facility and Property manager/ Procurement manager

## Despre mine

Active life position

Self-development

Biking

Yoga

Travelling

- Professionalism
- Problem Solving skills
- Effective Communication
- Leading by Example
- Team building
- Modeling and implementation of business processes
- Effective management

## 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

👤 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

efficiency of the department

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

*Octombrie 2016 - Iulie 2021 · 4 ani 10 luni*

- facility support - more than 900 employees, more than 25,000 m<sup>2</sup>;
- 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