Григорьев Дмитрий

OPERATIONS MANAGER, ADMINISTRATIVE, PROCUREMENT MANAGER, JUNIOR QA-ENGINEER, 40 000 ГРН.

11 жовтня 2021 Місто: Київ

Вік: 41 рік
Режим роботи: повний робочий день
Категорії: IT, WEB фахівці, Керівництво, Робота за кордоном

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Досвід роботи

operations manager

EPC NETWORK (IT), Київ
01.2021 – По теперішній час (5 років 10 місяців)

Обов'язки:

Manage corporate accounts, accesses and applications; Coordinate the work of System Administrator (make sure everything works smoothly and troubleshoot if any issues occur); Render assistance to Company's CTO regarding technical questions and programs used by employees; Onboard new Employees on programs and applications used by the Company; Be in charge of fire safety in the office and communicate with relevant people ; Assist in other operations around the office (relocations of new employees, apartment bookings, purchase of equipment etc).

office coordinator

Sopharma LLC (Pharma), Київ
01.2020 – 01.2021 (1 рік)

Обов'язки:

Office management, work with documentation turnover, translations, purchasing the office supplies, assisting CEO of the company.

office manager

Luckyland Gaming (IT), Київ
05.2018 – 12.2019 (1 рік 7 місяців)

Обов'язки:

Determining and fulfilling the office requirements in terms of office peripherals, repair and all vital functions of the office. Supervise other clerical staff. Human resources management; including staff contracts, time management, payrolls.

Coordination with local accounting office. Transfer of information between accounting service. Analysis of office needs and transfer of information to the director. Following local laws and guidelines for the business to continue properly and legally in Ukraine. Execution of instructions of the director.

Smart security

Schneider Finance Eastern Europe Ltd/ FAIR FINANCE FOUNDATION NGO (Insurance), Київ
11.2016 – 05.2017 (5 місяців)

Обов'язки:

Self-discipline, self-improvement, the ability to accept criticism. The ability to analyze and draw conclusions. Observance of

subordination. The ability to keep a trade secret. Communication skills - ability to work with children. Stress resistance, an ability to fast but the quality performance of different tasks specifics. Care, precision. Activity and initiative. The advanced computer user, SEO (smm) and work with a WordPress platform.

Office Admin For Technology Company

Skein Ltd (IT), Київ

06.2016 – 09.2016 (3 місяці)

Обов'язки:

Maintaining management information systems; participation in the organization of accounting and financial processes of the company; ordering and maintaining stationery and equipment; Review and answer correspondence; HR functions; organizing, arranging and coordinating meetings; arranging in-house events.

Supervisor of Facilities department (Facilities & Procurement department).

PAREXEL UKRAINE (Pharma), Київ

11.2009 – 08.2015 (5 років 9 місяців)

Обов'язки:

Function as local contact for facilities; budget planning; purchasing expandable materials; dealing with cars lease company and fleet management; working with travel agencies; preparing visas and insurance; organizing meetings for CEO; backup for account department; organization of corporate events; work with invoices, managing Administrative Department.

administrative manager

GlobalLogic Ukraine (IT), Київ

02.2008 – 05.2009 (1 рік 2 місяці)

Обов'язки:

Start up of new offices, work with customs, translations, order furniture, plan design for new offices, coordinate and organize construction work, work with HVAC contractors, check offices for fit and functionality, teamwork, help others to cope with their tasks.

Office manager – translator, CEO personal assistant

Jahn General Products Ukraine (FMCG), Київ

10.2006 – 02.2008 (1 рік 4 місяці)

Обов'язки:

ordering stationery, coffee/ tea/milk/ chocolate for a coffee machine, household goods, paper/springs for pricelists/envelopes, water, plastic bags, packaging materials. Supervising secretary's work. Translations and texts proofreading related to company's needs, type letters, announcements, documents, recipes, invitations, being responsible for order in the showroom. Supervising kitchen workers in relation to business meetings and lunches. Ensuring that everything is well and timely prepared/cleaned up for the meetings. Supervising office drivers' work and maintaining office drivers' schedule. Meeting guests' and top management needs as those are always the first priority! Being in charge of mail and messenger service and registering outgoing express mail. Managing employees' vehicle expenses. Issuing and disseminating company's monthly newsletter.

Освіта

Interregional Academy of Personnel Management (Київ)

Спеціальність: Manager of Business Administration for organizations and enterprises

повна вища, 11.2014 – 01.2015 (2 місяці)

National Technical University of Ukraine "Kyiv Polytechnic Institute" (Київ)

Спеціальність: Engineering Physics Faculty

повна вища, 09.2001 – 05.2007 (5 років 7 місяців)

International University of Finance (Київ)

Спеціальність: Managment of organizations

повна вища, 09.2001 – 05.2006 (4 роки 7 місяців)