Appiagyei Okyere Afriyie

TEACHER, DIETICIAN

20 жовтня 2020 Місто: Київ

Вік: 33 роки
Режим роботи: повний робочий день, віддалена робота, часткова зайнятість
Категорії: Медицина, фармацевтика, Наука, освіта, переклади

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

Досвід роботи

customer support manager

IQ Option Software (customer support manager), Київ
09.2018 – 12.2019 (1 рік 2 місяці)

Обов'язки:

Customer support specialist- IQ Option Software-Remote position

September 2018 - December 2019

Answering incoming chats, tickets, and emails from English-speaking users.

Assisting customers and resolving any issues related to company services.

Asking people from other departments for assistance if you realize you aren't able to resolve the issue on your own.

Stand at the frontline for technical support

Face all kinds of questions from the store clients over the live chat, Help Desk, and phone

Gather required information from clients and escalate issues to other internal resources according to the predefined process as required

Create and maintain documentation of modules.

Dispatcher

Global Express Company (Transportation), Київ
02.2017 – 09.2018 (1 рік 7 місяців)

Обов'язки:

Dispatcher-Global Express Company-Kiev, Ukraine.

February 2017 - September 2018

-Ensuring a smooth and timely freight process flow.

-Ensuring accurate and timely data entry into our operational system.

-Tracking and Tracing domestic (US) shipments.

- Ensuring the delivery of freight and timely clearance when applicable.

-Assisting in loading/unloading trucks, ability or

- Interacting with customers and arranging their shipments to meet customers' service standards.

- Contributing and maintaining good relationships with suppliers. - Meet compliance at all times.

- Network communications, timely responses to emails and requests.

Sales/Project Manager

Capital Global financial Company (Financial Company), Київ
03.2016 – 01.2017 (10 місяців)

Обов'язки:

Sales/Project Manager for Capital Global financial Company- Kiev, Ukraine.

March 2016 - January 2017

Answering Calls, Taking Messages And Handling Correspondence

Maintaining Diaries And Arranging Appointments

Typing, Preparing And Collating Reports

Filing

Organizing And Servicing Meetings (Producing Agendas And Taking Minutes)

Managing Databases

Prioritizing Workloads

Implementing New Procedures And Administrative Systems

Освіта

Donetsk National Medical University (Київ)

Спеціальність: Health
повна вища, 10.2010 – 07.2014 (3 роки 9 місяців)

Знання мов

Англійська - Професійний (експерт)
Додатково: Native

Додаткова інформація

Знання комп'ютера, програм: COMPUTER SKILLS • MS Word MS Excel MS PowerPoint SPSS Analysis
Особисті якості, хобі, захоплення, навички: Professional Skills and Competencies Customer care service, data entry, communication and collaboration, negotiation, physical stamina, strategic, computer literacy, business intelligence, project management, client relations, client engagement, delivering sales pitches and critical thinking
Мета пошуку роботи, побажання до місця роботи: I am a well-presented, self-motivated, and confident in international standards of operations, delivering quality service through dedication, professionalism, and efficiency. It's my dream to work with a reputable organization playing a challenging role