Дзюба Тарас



ДИСПЕТЧЕР, ЛОГІСТ, 20 000 ГРН.

31 серпня 2021 Місто: Тернопіль

Вік: 28 років
Режим роботи: повний робочий день, вільний графік роботи, віддалена робота
Категорії: Логістика, доставка, склад, Офісний персонал, Торгівля, продажі, закупівлі

✔ Готовий до відряджень

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

Опис

Taras Dziuba
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I'm experienced in analytics, accounting, business planning, business process management and marketing.

WORK EXPERIENCE

Rohlik E-Shop (Brno, Czech Republic)

Coordinator

Duties: Results:

- Control working process -All duties were fulfilled
- Provide balance for workers at the warehouse

Glovo Delivery

Courier

Duties: Results:

- Picking up and delivering various - All orders were delivered. packages to specified locations.
- Carefully planning travel routes

to ensure that packages are delivered

to recipients in a timely manner.

- Collecting payments as required

and ensuring that the correct

amounts have been received.

Precinct election commission

Member of commission

Dec 2020 – Feb 2021

July 2020 – August 2020

March 2019 – April 2019

Duties:

Results:

- Adhere to the Constitution of Ukraine and election laws.
- Participate in the meetings of the election commission.
- Fulfill the commission's decisions and responsibilities.
- Observe fair of the election.
- Check identify documents of people and provide them list of candidates for voting.
- Send out invitations to elections on apartments.

- The election laws were not violated.
- The duties of the chairman of the commission were fulfilled.
- The invitations for voting citizens was given out.
- Votes for president were calculated correctly.
- The documents were sealed and transported to their destination without damage and on time

Sole proprietorship «Forum»

Accounter

January 2019 – April 2019

Duties:

Results:

- **-** Payroll for employees;
- **-** Conduct inventory at the enterprise;
- Reception and release of goods;
- Depreciation of fixed assets;
- Payment of taxes;
- Preparation of financial statements.

- Improved skills in MS Office and 1s enterprise 8.2;
- 4 months accurately calculated and paid wages to all employees;
- Calculated and paid all taxes;
- Wrote the financial report for the first quarter;
- Worked with overhead and warrants.

Luna Park (Sunny beach, Bulgaria)

Roller Coaster operator

June 2018 – September 2018

Duties:

Results:

- Taking care of tourist"s safety;
- **-** Ability to manage the attraction;
- **-** Check the technical condition of the attraction.

- 0 incidents;
- **-** Worked perfectly at the attraction without making any mistakes.
- **-** Improve my knowledge of the mechanics and rules of caution.

LLC Nautilus

Accounter

January 2017 – March 2017

Duties:

Results:

- Process incoming and outgoing financial orders;
- Accrual and payment of wages;
- Work with clients on leases;

- About 45 incoming and outgoing financial orders were successfully done;
- **-** Correctly and accurately paid salaries to all workers for full and part-time work;
- **-** 8 new lease agreements were added.

EDUCATION

Masaryk University (Brno, Czech Republic)

Master's degree in Business Management

Minho University- Erasmus mobility (Braga, Portugal)

Master's degree in Management

September 2019 – June 2021 (**Graduated)**

February 2021- June 2021

(Graduated)

Ternopil National Economic University (Ternopil, Ukraine)

Bachelor's degree in Accounting and taxation

Graduated

- GPA: 83/100;
- Diploma thesis "Accounting and audit of debt receivables by the example of «Forum» enterprise".
- Was a member of Students Assets on Conferences and Reports.
- Received profound experience in taking part in international cultural meetings, like English Speaking Clubs organized by American Peace Corps volunteers.

Chortkiv College of Economics and Entrepreneurship(Ternopil, Ukraine) Graduated

Diploma of Junior Specialist in Accounting and taxation

- GPA: 87/100;
- Reward for successful study.

ADDITIONAL SKILLS

Languages

- Ukrainian(C2), Russian (C1), English (C1).
- Attended English lessons at Profit-Center private school by Callan methods and reached 10 level out of 12.
- Overall band score of IELTS General training 5.5 (B2) (2018 year)
- OLS English test – level B2 (2020 year)

Digital competence

- MS Office (Excel, Word, PowerPoint) Intermediate user;
- 1s enterprise 8.2 (accounting) Intermediate user;
- BPMN with Signavio and Bizagi.
- WITNESS Simulation Modeling Software.

Certificates: University of Minnesota (offered through Coursera) Graduated

- Managing Employee Performance (Verify at coursera.org/verify/VU7PJ34JQYHS)
- Managing Employee Compensation (Verify at coursera.org/verify/XBUHWH7NAQ49)
- Preparing to Manage Human Resources (Verify at coursera.org/verify/6Y4AUGZJPJHE)
- Recruiting, Hiring, and Onboarding Employees (Verify at coursera.org/verify/5QDHM5J6G2NP)

Rutgers State University of New Jersey (offered through Coursera) Graduated

- Supply Chain Logistics (Verify at coursera.org/verify/WRKNM6HCWQ9X)