

# Стряпіхіна Вероніка

**ACCOUNT MANAGER, 40 000 ГРН.**

🔄 17 квітня 2023 📍 Місто: [Київ](#)



Вік: 50 років

Режим роботи: повний робочий день, віддалена робота

Категорії: Дизайн, творчість, Легка промисловість, Офісний персонал

✓ Перебуваю в шлюбі    ✓ Є діти    ✓ Готова до відряджень

[Увійдіть](#) або [zareestruyitesya](#) на сайті як роботодавець, щоб бачити контактну інформацію.

## Опис

### Veronica Stryapikhina

#### Personal information

Year of Birth :

2nd November 1974

Marital status:

Married

#### Education

Higher Pedagogical Education

1992-1997 Nizhyn Gogol State University

Faculty of Foreign Languages

Specialty: Teacher of English and German

#### Knowledge of Languages

English, Ukrainian, and Russian -fluently. German— conversational

#### Knowledge of PC

Good knowledge of PC: Word, Excel, Outlook, PowerPoint, Fine Reader, experience in working with CRM.

#### Personal qualities

Diligence, responsibility, initiative, punctuality, sociability. The desire and willingness to learn. Skill to work in a team, stress-resistance.

#### Work experience

**12 October 2010-** present. Belgium Company "Ukrabel Fashion"

## **Account manager**

### **Duties:**

- control of the project from the very beginning till the final result.
  - placement of the orders of the sewing garments at the Ukrainian sewing factories.
  - price negotiation.
  - translation of the technical docs.
  - communication with foreign customers regarding production and technological questions.
- Negotiation re the deliveries of the ready goods and the control of the shipments ex factories.
- working with DHL courier service.
  - visiting of the sewing factories with the customers in order to control the production
  - maximum projects (customers) at one time:6 and the factories about 10.
  - the order of the trim for the factories locally in Ukraine if it is needed.
  - work with the technologists of sewing production: control and the report re the work at the factories.
  - communication with the representatives of the factories regarding current production questions.
  - working with the shipping docs.
  - systematization of information re the number of the orders which were produced for a certain period of time and the number of factories accordingly
  - experience in working in foreign economic activity:
    - \*\*\*making and translating the invoices
    - \*\*\* checking and negotiating of the invoices.
    - \*\*\* booking of the trucks for the shipment.
    - \*\*\* control of the good's arrival.

**1st September 2004- 5 October 2010 Representative of the Austrian Company « Polaris H.m.b.H»**

## **Office manager and interpreter (translator)**

### **Duties:**

- work with the incoming and outcoming docs
- translation of the technical docs.
- interpretation.
- communication with foreign partners (USA, Canada, Poland, Austria)
- working with courier services DHL, FEDEX
- working with the shipping docs (invoices and packing lists)
- working with the contracts.
- training of the new employee. During working in the company, I have trained 3 persons in their duties in the company.

**May 2001-August 2004** representative of American Company in Ukraine: "Lou Levy & Sons Purchasing Corporation"

## **Translator and manager assistant**

### **Duties:**

- work with outcoming and incoming docs.
- business correspondence
- translation of the technical docs.
- interpretation.
- communication with foreign partners (USA, Korea, German)

**1999-May 2001 – JV «NTT»**

**Translator**

**Duties**

- interpretation.
- translation of the technical docs.

**Additional Information:**

- January 2006 training on the topics:

\* 1 The high level of customer service.

\* 2 Time Master

- Possibility of business trips.
- Possibility to visit training if needed (courses, training seminars and so on)