Стряпіхіна Вероніка



ACCOUNT MANAGER, 40 000 ГРН.

17 квітня 2023 Місто: Київ

Вік: 52 роки
Режим роботи: повний робочий день, віддалена робота
Категорії: Дизайн, творчість, Легка промисловість, Офісний персонал

✔ Перебуваю в шлюбі ✔ Є діти ✔ Готова до відряджень

Увійдіть або зареєструйтеся 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)