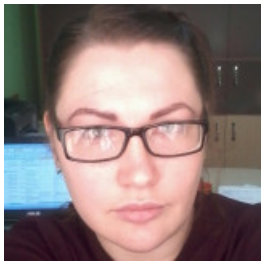
Мартіросова Катерина



РУКОВОДИТЕЛЬ ПРОЕКТА, ПОМОЩНИК РУКОВОДИТЕЛЯ, CONTENT MANAGER, СПЕЦИАЛИСТ ПО РАЗВИТИЮ YOUTUBE-КАНАЛА, РАЙТЕР

26 червня 2023 Місто: Житомир

Готова до відряджень: Київ, Дніпро, Черкаси

Вік: 41 рік

Режим роботи: повний робочий день, вільний графік роботи, віддалена робота

Категорії: Бухгалтерія, фінанси, облік/аудит, Офісний персонал, Керівництво

✔ Перебуваю в шлюбі ✔ Є діти ✔ Готова до відряджень

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

Опис

KATERYNA MARTIROSOVA

About me:

I am applying for the position of administrative assistant because I have a wide range of work experience that will help me qualify for this position. In my professional life, I have worked as a secretary, accountant, business manager, project manager and manager.

I have extensive experience in the coal industry, accounting and sociology before elections, rewriting and YouTube. Feel comfortable presenting yourself both as a subordinate and as a leader. Difficulties do not scare me, but they make me stronger

Separately, it is worth mentioning that since 2014 I have the status of a Forced Displaced Person, I take an active life position and am a member of the Public Organization “Myr na doloni”.

The organization's social activities help the Displaced Persons of the previous and new wave, and also cooperate with UNHCR in Ukraine - United Nations Development Acceleration Agency in Ukraine

All my life experience makes me especially value human life and human rights.

Professional skills and personal qualities:

- I am very easy to learn new things, including technical ones, which allows you to quickly understand the progress of a new business.
- Contact I easily establish communication with people and find out which style of communication is more suitable for this or that person. I know how to create a healthy climate in the team.
- I respect the built hierarchy.
- I know the rules of paperwork, accounting and confidentiality of document flow. Administrative Rules. Budgeting. HR-management
- I know how to organize a business from 0
- I develop sales scripts

- I have set up and use a CRM system
- Building a sales funnel
- Define key performance indicators for your work
- I write texts of any complexity in a journalistic style with a uniqueness of 70%

Experience:

- Zhytomyr, Ukraine. 6 months. **Recruit** in an international agency. Full-time. Search for teachers by customer criteria. At the same time, I do simple administrative work in one of the private schools. Part-time - 30%
- Zhytomyr, Ukraine, 3 years, Full-time. Freelance **Copyright** of small publications up to 2000 characters, as well as full-fledged books of 300 pages in a tight deadline, taking into account all the wishes of the customer. This experience has taught me to switch quickly. I also write daily custom headlines for YouTube
- Koryukovka, Ukraine, 2 months. Full-time. District Electoral Commission of the District Electoral District No. 207, **Office Manager.** Organization and management of office work in the District Election Commission. Incoming - outgoing correspondence, registration and verification of candidates' submissions, drawing up contracts with employees, maintaining a time sheet, other assistance in the work of the commission. The reason for leaving is the completion of the elections.
- Zhytomyr, Ukraine, 6 months. Full-time. Sociological Center Gromadska Dumka, Call center **manager**, supervised 4 employees. Organization of the work of a corporate call center from 0. Purchase of equipment. Personnel selection. Training. Compiling a script. Survey control. Final analytics. Participation in parallel projects. The reason for leaving is the closure of the project.
- Zhytomyr, Ukraine, 6 months. Full-time. Grocery store, Sole **accountant + manager**. Maintaining FOP on a common basis, maintaining FOP on a single tax for group 2. Opening a point of sale from 0. Achieving the expected level of income. Negotiations with suppliers. Supervised 8 employees. The reason for leaving is to reach the expected income.
- Zhytomyr, Ukraine, 4 months Full employment. Grocery store, sole **accountant + manager**. Maintaining FOP on a common basis, maintaining FOP on a single tax for group 2. Opening a point of sale from 0. Achieving the expected level of income. Negotiations with suppliers. Supervised by 8 employees. The reason for leaving is to achieve the expected income.
- Donetsk, Ukraine, 10 months. Obzhora, TS LLC (obzhora.ua) - retail trade. **Accountant**. 63 account. Reconciliation acts, document flow control with suppliers. The reason for leaving is leave as the child develops up to 3 years.
- Donetsk, Ukraine, 6 months. Modern window systems (Sokos) – Production. **Accountant**. Job responsibilities: 36 account. Invoices, invoices, tax invoices, consolidation of bank statements, powers of attorney, payment control, document flow control with clients. The reason for leaving is the economic crisis and recession, staff optimization.
- Snizhne city, Donetsk region, Ukraine, 4 years 5 months. Donmetprom - coal mine. **Accountant**. Fixed assets, salary, VAT, tax optimization, bank, processing and preparation of primary documentation (63 and 36 accounts), control of document flow with suppliers and customers, generation of reports, passing inspections, submission of reports to the State Property Fund. The reason for leaving is moving to another city.

Education:

- IAU-003835

Donetsk State University of Management

Graduation 2008

Organization Management, Master

НК № 34210794 25.06.2008

2021 - Sales Boot Camp - Certificate of the course "Profession "Direct-manager"

Personal information: Date of birth: June 21, 1985

Region: Zhytomyr

Family status: Married; three children daughter 11/13/2009 son 04/12/2012 daughter 06/09/2017