Palta Svitlana



МЕНЕДЖЕР І3 ЗЕД, FOREIGN ECONOMIC ACTIVITY MANAGER

19 березня 2024 Місто: Київ

Готова до відряджень: Туреччина

Вік: 39 років

Режим роботи: вільний графік роботи, віддалена робота, додатковий заробіток

Категорії: Сільське господарство, агробізнес, Торгівля, продажі, закупівлі, Робота за кордоном

✔ Перебуваю в шлюбі ✔ Є діти

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

Опис

■ SVITLANA PALTA

Female, 36 years, born on 9 April 1987

Reside in: Turkey

Citizenship: Turkey, work permit at: Turkey

Ready to relocate, ready for business trips

Desired position and salary

Foreign economic activity manager / Content Marketer / Copywriter

Specializations:

— Foreign economic activity manager / Content Marketer / Creative Copywriter

Employment: remote work

Work schedule: part day

Work experience

- October 2023 — till now (Turkey) A10GRAIN TRADE İTHALAT İHRACAT PAZARLAMA TİCARET LIMITED SIRKETI

Assistant Procurement, Marketing and Document Management Director Organizing and carrying out procurement processes, conducting marketing research Active participation in negotiations and translations for the director

Tracking and processing documents including certificates, contracts and other legal documents

Supporting management in managerial and administrative tasks

Systematically monitoring and ensuring documentation is up to date

- December 2022 — October 2023 TOLERANCE HOMES GLOBAL GAYRİMENKUL (Turkey)

  Sales Specialist

Real estate sales (developer projects) both online and offline

- April 2018 — November 2022 AYB ENDÜSTRİ MÜHENDİSLİK A.Ş. (Turkey)

Procurement and Marketing Specialist

Purchasing and selling company goods, negotiating with partners online and offline

Working on company websites and Alibaba Group web portals, as well as Ebey, Amazon websites

- November 2017 — April 2018 MERGRAİN TARİM VE ENDUSTRİ URUNLERİ SAN.TİC.LTD.STİ (Turkey)

Assistant Translator

Secretary, organizing meetings and business correspondence

- Education Higher
  2010
  Sumy State Pedagogical University named after A.S. Makarenko,
  Philology Faculty
  Philology (Ukrainian, Russian, literature and English)

Key skills

Languages
Russian - Native
English - Basic Turkish - Advanced Ukrainian - Advanced

Skills
Procurement - Contracting - Supplier Management
Business Correspondence - Procurement Planning
Working with Large Volumes of Information - Business Communication
Phone Negotiations - Business Communications - Delivery Monitoring
Market Analysis - Analytical Thinking - Negotiation Skills
Shipment and Delivery Monitoring - Inventory Planning
Shipment Monitoring - Market Monitoring - Teamwork
Operational Online Research
Further information

About me
In my opinion, I possess qualities such as: communicativeness, responsibility, diligence, multitasking, willingness to learn, attentiveness, and amiability.