

# Григорьев Дмитрий



## OPERATIONS MANAGER, ADMINISTRATIVE, PROCUREMENT MANAGER, JUNIOR QA-ENGINEER, 40 000 ГРН.

🔄 11 октября 2021 📍 Город: [Киев](#)

Возраст: 41 год

Режим работы: полный рабочий день

Категории: IT, WEB специалисты, Руководство, Работа за рубежом

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### Опыт работы

#### operations manager

EPC NETWORK (IT), Киев

01.2021 – По настоящее время (5 лет 1 месяц)

#### Обязанности:

Manage corporate accounts, accesses and applications; Coordinate the work of System Administrator (make sure everything works smoothly and troubleshoot if any issues occur); Render assistance to Company's CTO regarding technical questions and programs used by employees; Onboard new Employees on programs and applications used by the Company; Be in charge of fire safety in the office and communicate with relevant people ; Assist in other operations around the office (relocations of new employees, apartment bookings, purchase of equipment etc).

#### office coordinator

Sopharma LLC (Pharma), Киев

01.2020 – 01.2021 (1 год )

#### Обязанности:

Office management, work with documentation turnover, translations, purchasing the office supplies, assisting CEO of the company.

#### office manager

Luckyland Gaming (IT), Киев

05.2018 – 12.2019 (1 год 7 месяцев)

#### Обязанности:

Determining and fulfilling the office requirements in terms of office peripherals, repair and all vital functions of the office. Supervise other clerical staff. Human resources management; including staff contracts, time management, payrolls.

Coordination with local accounting office. Transfer of information between accounting service. Analysis of office needs and transfer of information to the director. Following local laws and guidelines for the business to continue properly and legally in Ukraine. Execution of instructions of the director.

#### Smart security

Schneider Finance Eastern Europe Ltd/ FAIR FINANCE FOUNDATION NGO (Insurance), Киев

11.2016 – 05.2017 (5 месяцев)

#### Обязанности:

Self-discipline, self-improvement, the ability to accept criticism. The ability to analyze and draw conclusions. Observance of

subordination. The ability to keep a trade secret. Communication skills - ability to work with children. Stress resistance, an ability to fast but the quality performance of different tasks specifics. Care, precision. Activity and initiative. The advanced computer user, SEO (smm) and work with a WordPress platform.

## Office Admin For Technology Company

Skein Ltd (IT), Киев

06.2016 – 09.2016 (3 месяца)

### Обязанности:

Maintaining management information systems; participation in the organization of accounting and financial processes of the company; ordering and maintaining stationery and equipment; Review and answer correspondence; HR functions; organizing, arranging and coordinating meetings; arranging in-house events.

## Supervisor of Facilities department (Facilities & Procurement department).

PAREXEL UKRAINE (Pharma), Киев

11.2009 – 08.2015 (5 лет 9 месяцев)

### Обязанности:

Function as local contact for facilities; budget planning; purchasing expandable materials; dealing with cars lease company and fleet management; working with travel agencies; preparing visas and insurance; organizing meetings for CEO; backup for account department; organization of corporate events; work with invoices, managing Administrative Department.

## administrative manager

GlobalLogic Ukraine (IT), Киев

02.2008 – 05.2009 (1 год 2 месяца)

### Обязанности:

Start up of new offices, work with customs, translations, order furniture, plan design for new offices, coordinate and organize construction work, work with HVAC contractors, check offices for fit and functionality, teamwork, help others to cope with their tasks.

## Office manager – translator, CEO personal assistant

Jahn General Products Ukraine (FMCG), Киев

10.2006 – 02.2008 (1 год 4 месяца)

### Обязанности:

ordering stationery, coffee/ tea/milk/ chocolate for a coffee machine, household goods, paper/springs for pricelists/envelopes, water, plastic bags, packaging materials. Supervising secretary's work. Translations and texts proofreading related to company's needs, type letters, announcements, documents, recipes, invitations, being responsible for order in the showroom. Supervising kitchen workers in relation to business meetings and lunches. Ensuring that everything is well and timely prepared/cleaned up for the meetings. Supervising office drivers' work and maintaining office drivers' schedule. Meeting guests' and top management needs as those are always the first priority! Being in charge of mail and messenger service and registering outgoing express mail. Managing employees' vehicle expenses. Issuing and disseminating company's monthly newsletter.

## Образование

### Interregional Academy of Personnel Management (Киев)

Специальность: Manager of Business Administration for organizations and enterprises

полное высшее, 11.2014 – 01.2015 (2 месяца)

### National Technical University of Ukraine "Kyiv Polytechnic Institute" (Киев)

Специальность: Engineering Physics Faculty

полное высшее, 09.2001 – 05.2007 (5 лет 7 месяцев)

### International University of Finance (Киев)

Специальность: Management of organizations

полное высшее, 09.2001 – 05.2006 (4 года 7 месяцев)