

# Arriagyei Okyere Afriyie

## TEACHER, DIETICIAN

🔄 20 октября 2020 📍 Город: [Киев](#)

Возраст: 32 года

Режим работы: полный рабочий день, удаленная работа, частичная занятость

Категории: Медицина, фармацевтика, Наука, образование, переводы

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### Опыт работы

#### customer support manager

IQ Option Software (customer support manager), Киев

09.2018 – 12.2019 (1 год 2 месяца)

Обязанности:

#### Customer support specialist- IQ Option Software-Remote position

**September 2018 - December 2019**

Answering incoming chats, tickets, and emails from English-speaking users.

Assisting customers and resolving any issues related to company services.

Asking people from other departments for assistance if you realize you aren't able to resolve the issue on your own.

Stand at the frontline for technical support

Face all kinds of questions from the store clients over the live chat, Help Desk, and phone

Gather required information from clients and escalate issues to other internal resources according to the predefined process as required

Create and maintain documentation of modules.

#### Dispatcher

Global Express Company (Transportation), Киев

02.2017 – 09.2018 (1 год 7 месяцев)

Обязанности:

#### Dispatcher-Global Express Company-Kiev, Ukraine.

**February 2017 - September 2018**

-Ensuring a smooth and timely freight process flow.

-Ensuring accurate and timely data entry into our operational system.

-Tracking and Tracing domestic (US) shipments.

- Ensuring the delivery of freight and timely clearance when applicable.

-Assisting in loading/unloading trucks, ability or

- Interacting with customers and arranging their shipments to meet customers' service standards.

- Contributing and maintaining good relationships with suppliers. - Meet compliance at all times.

- Network communications, timely responses to emails and requests.

## Sales/Project Manager

Capital Global financial Company (Financial Company), Киев

03.2016 – 01.2017 (10 месяцев)

**Обязанности:**

**Sales/Project Manager for Capital Global financial Company- Kiev, Ukraine.**

**March 2016 - January 2017**

Answering Calls, Taking Messages And Handling Correspondence

Maintaining Diaries And Arranging Appointments

Typing, Preparing And Collating Reports

Filing

Organizing And Servicing Meetings (Producing Agendas And Taking Minutes)

Managing Databases

Prioritizing Workloads

Implementing New Procedures And Administrative Systems

## Образование

**Donetsk National Medical University (Киев)**

Специальность: Health

полное высшее, 10.2010 – 07.2014 (3 года 9 месяцев)

## Знание языков

Английский - Профессиональный (эксперт)

Дополнительно: Native

## Дополнительная информация

Знание компьютера, программ: COMPUTER SKILLS • MS Word MS Excel MS PowerPoint SPSS Analysis

Личные качества, хобби, увлечения, навыки: Professional Skills and Competencies Customer care service, data entry, communication and collaboration, negotiation, physical stamina, strategic, computer literacy, business intelligence, project management, client relations, client engagement, delivering sales pitches and critical thinking

Цель поиска работы, пожелания к месту работы: I am a well-presented, self-motivated, and confident in international standards of operations, delivering quality service through dedication, professionalism, and efficiency. It's my dream to work with a reputable organization playing a challenging role