

Злочевська Ольга

PERSONAL ASSISTANT

↻ 30 октября 2020 📍 Город: [Киев](#)



Возраст: 35 лет

Режим работы: полный рабочий день, свободный график работы, плавающий график работы

Категории: IT, WEB специалисты, Офисный персонал, Сельское хозяйство, агробизнес

✓ Готова к командировкам

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Опыт работы

Administrative manager

RUDOMAIN LLC (Metallurgy), Kiev

12.2017 – 11.2020 (2 года 11 месяцев)

Обязанности:

Still working here/ Працюю тут по теперішній ча

experience of working in Oil and Gas industry, Politics, Agriculture Trade and Metallurgy.

At the moment I am working in the company that produces and sells raw iron ore, where I am performing all the administrative tasks, such as:

- Communication with international clients (telephone calls, zoom meetings, e-mails in English);
- Organization of business trips;
- Making business presentations;
- Working in Bitrix24 CRM system;
- Translation of technical documentation containing chemical terminology, etc.

personal assistant

Political Party (Politics), Kiev

09.2017 – 11.2019 (2 года 2 месяца)

Обязанности:

Participating in meetings, political congresses and other events. Helping to manage a couple of director's businesses. Working with different governmental institutions. Forming the agenda for director. Organizing charity events. Providing full organization and support of business trips. Forming, translating and delivering documents. Following strict procedure and subordination of work. Strictly adhere to the privacy policy and following complete confidentiality about all work details. Close communication with TV channels and other media representatives. Being involved in personal lifestyle tasks of director. Holding social media accounts of the leader, working with web-site content.

Administrative Manager

CHS trade (Agriculture Trading), kiev

08.2016 – 08.2017 (1 год)

Обязанности:

Performing administrative and office support activities for multiple directors (General Manager, Financial Manager,

Operational Director, Commercial Director). Close communication with Geneva head-office. Working with documents. Maintaining electronic and hard copy filing systems together with performing complete confidentiality about the working information. Applying extensive software skills, Internet research abilities and strong live communication in English, Ukrainian and Russian. Business trips organization and participating as a translator. Scheduling the day of corporate driver and being responsible for the company cars park. Organizing health and car insurances for colleagues. Providing monthly Safety reports to the Head Office in Geneva. Managing communication chain between team members and outsourced IT support team based in US. Maintaining inventory supplies by checking stock levels in the office and ordering stationery, grocery, furniture, electronics, and other office products. Managing work of Cleaning Ladies and drivers. Worked 1 year contract on maternity leave position and left after the end of the contract.

Administrating Assistant & Translator

JSC "Naftokhimik Prykarpattya" (Oil and Gas), Nadvirna

09.2010 – 09.2011 (1 год)

Обязанности:

Working in Engineering Completment Department. Translation of documents (contracts, invoices, financial statements, mutual funds reports, quality certificates, regulatory statements, instructions, reports etc.) from Ukrainian/ Russian to English and vice versa. Working with technical terminology. Preparation of documents for the reconstruction of the plant. Communication with foreign partners via emails and phone calls. Attending meetings, taking minutes; Meeting international guests from the airport and assisting with accommodation. Resigned because of entering the university in 2011 in another city.

Образование

Ternopil National Economic University

Специальность: Ukrainian-Dutch Faculty of Economics and Management

полное высшее, 09.2011 – 05.2015 (3 года 7 месяцев)

United World College of Adriatic

Специальность: Economics

средне-специальное, 09.2008 – 05.2010 (1 год 7 месяцев)

Знание языков

Английский - Профессиональный (эксперт), Русский - Профессиональный (эксперт),

Украинский - Профессиональный (эксперт)

Дополнительно: Два диплома на англійські мові. Життя в Європі та Еміратах. Робота перекладачем англійської.

Робота з технічною документацією на англійській

Дополнительная информация

Знание компьютера, программ: Skillful user of office programs.

Личные качества, хобби, увлечения, навыки: Responsible, polite, tolerant, diligent, open and friendly person