

# Баранова Наталія

## JUNIOR ADMINISTRATOR, TRAINEE, (MANUAL TEST), 7 000 ГРН.

⌚ 19 июля 2022 ⚽ Город: [Киев](#)

Возраст: 50 лет

Режим работы: полный рабочий день, свободный график работы, удаленная работа

Категории: IT, WEB специалисты, Офисный персонал, Другие предложения

✓ Состою в браке

[Войдите](#) или [зарегистрируйтесь](#) на сайте как работодатель, чтобы видеть контактную информацию.

### Описание

#### **Natalia Baranova**

Intern/Trainee QA , Junior QA

Location: Ukraine, Kyiv Nationality: Ukrainian

### SKILLS

- JIRA, Confluence
- Practice with Postman, Trello, GitHub tools
- Testing the application on the android emulator
- Sales force CRM
- 1C enterprise, 1C accounting
- Microsoft Office (Word, Excel, PowerPoint, etc.)
- Methodology: Agile (SCRUM, KANBAN), Waterfall
- Languages: English (A1), Ukrainian (L1), Russian (L2)

### Certifications

- QualityAssuranceEngineer(Certificate) • Copywriting Specialist

### EXPERIENCE

#### **TMM express, Kyiv - client manager**

- Acceptance of applications by phone, email, etc.
- Registration of applications from customers and partners - import and in Ukraine • Maintaining a customer base 1C
- Receiving shipments from customers
- Work with clients of the American Embassy and other consulates
- Registration and processing of payments 1C
- Solving problem situations when picking up or sending a client's cargo

#### **Private Person, Kyiv – Copywriter**

- Compiling a text on a given topic

#### **Alfa Insurance, Kyiv - Leading Specialist**

- Sale of medical insurance, car insurance, etc. at a meeting and by phone (cold calls) • Work with applications for insurance issued by the client on the site
- Registration of an insurance contract
- Maintaining a database of CRM clients

  

- Tracking the terms of the contract and prolongation of insurance contracts • Development/management of reports for senior management

Positive Line, Kyiv - HR manager, 2005 - 2008

- Search for a suitable candidate for a specific position
- Conducting interviews
- Receiving calls
- Development/management of reports for senior management

## **EDUCATION**

College of St. James, Kyiv – Teacher KVPU,

Kyiv - clothing design specialist