

Kovalchuk Mariia

JUNIOR QA ENGINEER

⌚ 24 октября 2022 ⚽ Город: [Киев](#)

Возраст: 36 лет

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

Категории: IT, WEB специалисты

✓ Готова к командировкам

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Опыт работы

Leading Specialist

SC Ukrposhta (Postal Services), Киев

10.2020 – 11.2021 (1 год 1 месяц)

Обязанности:

- Reception, registration and handling of the clients written requests, fixation of all the stages of client requests consideration within the implied system of the requests registration.
- Checking the facts mentioned in the clients written requests.
- Preparing and sending the requests to the organization departments in order to collect additional and detailed information on the clients written requests.
- Preparing and adjusting the draft responses on the clients written requests.
- Providing the provisional and final answers on the clients written requests by email and by post.

Specialist

LLC FLBEAUTY GROUP (Cosmetics), Киев

09.2017 – 02.2019 (1 год 5 месяцев)

Обязанности:

- Managing the document flow with contract manufacturer.
- Cooperation with contract manufacturer.
- Warehouse-manufacturer-warehouse logistics.
- Monitoring the warehouse stock balance.
- Creating and updating of the technological instructions on products packing.
- Translation of the product stickers into Ukrainian.

Specialist

"Trading Company "R&R Commodities" Ltd (Metallurgy), Киев

12.2010 – 10.2015 (4 года 10 месяцев)

Обязанности:

- Monitoring and preparing the information on the coal sector of Ukraine and Vietnam and providing the company executives with it.

- Monitoring and preparing the information on the ferroalloy industry of Ukraine and the EU and providing the company executives with it.
- Translating of business correspondence and agreements (English, Ukrainian and Russian languages).
- Managing the correspondence of the company all over Ukraine and abroad.
- HR functions (work record cards, job descriptions, orders, staff lists, etc.)
- Visa support of the company's employees in case of need.

Образование

Kyiv National Economic University named after Vadym Hetman (Киев)

Специальность: International Economics and Management

полное высшее, 09.2006 – 06.2010 (3 года 9 месяцев)

Дополнительное образование

- Freelance (remote-working technologies with foreign language course), 2016
- Software Testing, 2022

Знание языков

Английский - Средний, Украинский - Профессиональный (эксперт)

Дополнительная информация

Знание компьютера, программ: SQL, CSS, HTML, Jira, MS OFFICE (Word, Excel, PowerPoint),

Личные качества, хобби, увлечения, навыки: SOFT SKILLS: - Analytical thinking - Detail oriented - Fast-learner - Ability to multitasking - Both individual and team player - Stress resistant HOBBIES: - Reading - Travelling - Baking