Kovalchuk Mariia

JUNIOR QA ENGINEER

24 октября 2022 Город: Киев

Возраст: 37 лет
Режим работы: полный рабочий день, свободный график работы, удаленная работа
Категории: IT, WEB специалисты

✔ Готова к командировкам

Войдите или зарегистрируйтесь на сайте как работодатель, чтобы видеть контактную информацию.

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 companu all over Ukraine and abroad.

- HR functions (work record cards, job descriptions, orders, staff lists, etc.)

- Visa support of the company's employeees 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: - Analitical thinking - Detail oriented - Fast-learner - Ability to multitasking - Both individual and team player - Stress resistant HOBBIES: - Reading - Travelling - Baking