

Palta Svitlana



МЕНЕДЖЕР ІЗ ЗЕД, FOREIGN ECONOMIC ACTIVITY MANAGER

🔄 19 марта 📍 Город: [Киев](#)

📍 Готова к командировкам: [Турция](#)

Возраст: 37 лет

Режим работы: свободный график работы, удаленная работа, дополнительный заработок

Категории: Сельское хозяйство, агробизнес, Торговля, продажи, закупки, Работа за рубежом

✓ Состою в браке ✓ Есть дети

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Описание

■ SVITLANA PALTA

Female, 36 years, born on 9 April 1987

Reside in: Turkey

Citizenship: Turkey, work permit at: Turkey

Ready to relocate, ready for business trips

Desired position and salary

Foreign economic activity manager / Content Marketer / Copywriter

Specializations:

— Foreign economic activity manager / Content Marketer / Creative Copywriter

Employment: remote work

Work schedule: part day

Work experience

- October 2023 — till now A10GRAIN TRADE İTHALAT İHRACAT PAZARLAMA TİCARET LIMITED SİRKETİ
(Turkey)

Assistant Procurement, Marketing and Document Management Director Organizing and carrying out procurement processes, conducting marketing research Active participation in negotiations and translations for the director

Tracking and processing documents including certificates, contracts and other legal documents

Supporting management in managerial and administrative tasks

Systematically monitoring and ensuring documentation is up to date

- December 2022 — October 2023 TOLERANCE HOMES GLOBAL GAYRİMENKUL (Turkey)

Sales Specialist

Real estate sales (developer projects) both online and offline

- April 2018 — November 2022 AYB ENDÜSTRİ MÜHENDİSLİK A.Ş. (Turkey)

Procurement and Marketing Specialist

Purchasing and selling company goods, negotiating with partners online and offline

Working on company websites and Alibaba Group web portals, as well as Ebay, Amazon websites

- November 2017 — April 2018 MERGRAİN TARİM VE ENDÜSTRİ URUNLERİ SAN.TİC.LTD.ŞTİ (Turkey)

Assistant Translator

Secretary, organizing meetings and business correspondence

- Education Higher
2010
Sumy State Pedagogical University named after A.S. Makarenko,
Philology Faculty
Philology (Ukrainian, Russian, literature and English)

Key skills

Languages

Russian - Native

English - Basic Turkish - Advanced Ukrainian - Advanced

Skills

Procurement - Contracting - Supplier Management

Business Correspondence - Procurement Planning

Working with Large Volumes of Information - Business Communication

Phone Negotiations - Business Communications - Delivery Monitoring

Market Analysis - Analytical Thinking - Negotiation Skills

Shipment and Delivery Monitoring - Inventory Planning

Shipment Monitoring - Market Monitoring - Teamwork

Operational Online Research

Further information

About me

In my opinion, I possess qualities such as: communicativeness, responsibility, diligence, multitasking, willingness to learn, attentiveness, and amiability.