

Грицак Максим

PROJECT MANAGER ASSISTANT

🔄 19 апреля
2024

📍 Город: [Киев](#)



Возраст: 23 года

Режим работы: полный рабочий день, удаленная работа

Категории: HR, управление персоналом, Офисный персонал, Другие предложения

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Описание

Maksym Hrytsak

I have a lot of experience in communication with people from diverse backgrounds.

I want to get this job because of opportunity to expand my knowledge, gain more work experience and new friends.

(t.me/vergetenmaand write me on tg if I don't answer the phone call)

WORK EXPERIENCE

Assistant Manger in printing house

- Took part at different stages of production
- Dealt with customer's orders
- Making samples of magazines
- Printing versatile products
- Participating in process of making and packing orders
- Strong communication with a team
- Working with customers complains

Service worker at McDonald`s, Senden

- Dealing with customers in a friendly, helpful manner.
- Resolving customer issues, and ensuring all customers receive an exceptional service.
- Team work.
- Assisted with food preparations prior to service.
- Provided excellent customer service and achieved a high rate of client satisfaction and retention.

Waiter at Restaurant

- Responsible for delivering a professional, friendly service to customers.
- Replenishing stock where required.
- Team work for company goals.

- Dealing with customer queries and complaints.
- Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.

Service worker at Beauty, cosmetic & personal care, Obukhiv

- Dealing with customer queries and complaints.
- Resolving occurred problems during the work process
- Replenishing stock
- Working as part of a team

EDUCATION

High school diplom, Academic lyceum, Obukhiv

2008-2019

The International Relations BA degree, Interregional Academy of Personnel Management, Kyiv

2019 – 2023

The International Relations MA degree

Interregional Academy of Personnel Management, Kyiv

2023 – 2025

Languages

Ukrainian - Native speaker

Russian - Native speaker

English - B2

Courses:

Business English - Prometheus

Hobbies:

Books, movies, games, sport

SKILLS:

Critical thinking and problem solving

Ability to Multitask

Effective Time Management

Fast Learner

Ability to Work in a Team

Communication Skills

Customer Service

Responsible

Hardworking

Stress-resistant

Organized

Detail oriented

Computer Skills

Typing speed