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| Anna   |  | | --- | |  | | [anna.340974@2freemail.com](mailto:anna.340974@2freemail.com) | |  | | +971-50-5891826 | |  | |  | |  | | Objective Seeking an opportunity in a reputed company that enables me to improve my skills, increase my practical experience, fulfill my personal ambitions and expand my knowledge. | | profile Trustworthy, ethical, creative; with initiative to achieve goals; with leadership qualities, sense for etiquette and aesthetics. Fast learner, with great computer and organization skills. I possess excellent experience in sales, customer service, administration, events, marketing. | | personal details UAE driving license  Russian native speaker  English fluently | |  | |  | | --- | | ExperienceSpecifications Executive, projects / grohe, uaeDec 2013 - Present specifications of the products for the projects; quotations; expansion of the client database; meetings and developing relationships with clients; CRM; elaborating promotions and events with marketing department; participating in the events; presentations. coordinator and pa at vp office / albaddad, uaeMarch 2012 – Dec 2013 devising and maintaining office systems; correspondence; producing documents, briefing papers, reports and presentations; organizing and attending meetings; liaising with clients, suppliers and other staff; carrying out specific projects and research; arranging exhibitions and events. cabincrew /etihad airways, uaeOct 2010 – March 2012 safety on the board of the aircraft; delivering exceptional service to the guests; promotion events sales executive / simple, russiaDec 2008 – Sept 2010 developing relationships with current clients; expansion of the client database; market monitoring; reports; projecting sales; taking orders; controlling inventory; marketing; participating in the exhibitions; organization of the events and presentations. | | Educationsept 2004 – jun 2009 / bachelor of library and informationSt. Petersburg State University of Cultures and Arts / St. Petersburg, Russia Qualification: reviewer- analyst of information resources  Courses: Marketing; Economy; Text analytics; Information- analytic technologies; Information science; Social communications; Information management; Psychology; Political science; other Humanitarian sciences.  Final Project: “Political PR in Russia: informational research” | |  | |