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| **OLENA**    C/o-T: +971505891826  E: [olena.341220@2freemail.com](mailto:olena.341220@2freemail.com)  **Looking for best opportunity** | C:\Users\1\Desktop\12,11\DSC_39311.jpg |

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| ***Summary*** | Well organized and effective specialist who has an energetic approach to work and a friendly personality. Who has extensive administrative and junior management experience, and as a hard working individual is prepared to put in long hours to ensure that a recreation centre hits its performance and sales targets. Responsible for helping the Recreation Centre Manager to ensure profitability and high standards of customer service to all customers. |

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| ***Skills*** | **Management** | **Professional** | **Personal** |
| Staff supervision Time management Sales driven Team working Stock management Administrative tasks | Customer focused Training new staff Hands on team player Problem solving Organization management Cashing | Loyal Easy adaptable Good work ethic Can handle stress Always pro-active Verbal communication |

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| ***Career*** | FRONT OFFICE MANAGER February 2016 – present  Recreation Centre “Khutorok Chudoievo”  On the position - Front desk manager, at Recreation Centre responsibilities are divided for two main streams, such as work with staff and work with guests. Both of them toward to increasing revenue and providing effective and efficient services to our guests.  Responsibilities through company policy includes: Leading the team / Timing the of each departments / Purchasing and inventory control/ Resolving emerged issues, which relative to needs of our guest and team/ Work with corporative guests, planning events / Check in, check out / Making staff scheduling / Organizing staff and guests transfer / Primary accountancy    RESTAURANT SUPERVISOR February 2016 – present  Recreation Centre “Khutorok Chudoievo”  Restaurant supervision is a part time job; it takes 100-120 hours per month.  Main responsibilities: Leading team (waiters, barmen, bartenders) / Performance cashing / Providing necessary stock / Inspection working areas and control performance high standard services / Resolving complains unsatisfied guests and resolving disagreements within team / Inventory functions  MANAGER OF TRANSPORT LOGISTIC March 2014 – February 2016  Logistic Company “Aurora – 2011”  Serve as a liaison by scheme: found client – found transport (B2B management)  Extremely short term provide solution, handle problems by way of deal, supporting the transportation process from define of needs client till fully delivery of freight to the point of destination.  SALES CONSULTANT - DESIGNER OF FURNITURE September 2003 – January 2014  Store of company producer of furniture “Mebleve-Atele №1”  “Mebleve-Atele №1” is the store where had been sell luxury Italian furniture, and also furniture own production. Position sales consultant was combined with position designer.  Both of them were toward to selling or furniture, or an idea (were used individual approach to the each client need such as limitation of space of apartment, as limitation of budget of the family or other reason). |

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| ***Academic*** | International Academy of Personnel Management  Personnel Management and Labor Economics (Bachelor)  Higher professional school - № 17  artist of miniature art | 2010-2015  Kiev, Ukraine  1999-2002  Zhitomir, Ukraine |

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| ***Personal data*** | Date of birth:  Marital status:  Location of living:  Nationality: U | 22.07.1982  Single  Ukraine/Zhitomir  Ukrainian |

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| ***References*** | Available on request. |