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| New_logo  Contact HR Consultant for CV No: 347622  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website:<http://www.gulfjobseeker.cm/employer/cvdatabasepaid.php> | | |

**My Profile**

Detail oriented | Result/goal oriented | Self-Motivated | Adaptable | Creative

Versatile skill set with international

experience in HR, Office Management/Administration, Logistics, and Customer Service.

Recognized skills in team leading, mediating between employees, project based work, research and analysis.

Strong verbal **communication skills** for dealing effectively with all types of personalities.

Superb **organizational skills** – ability to prioritize, multi-task, lead, direct, and solve problems effectivel

**My Career Path**

**02/2014 – 02/2017** **Logistics Invoice Specialist** at **Stora Enso Estonia**

* Executed logistics service per invoice correlation in timely and accurate manner.
* Managed wide variety of customer and colleagues tasks to resolve issues quickly and efficiently.
* Translated business needs and priorities into actionable logistics strategies.

**08/2012 – 03/2013** **Consular Secretary** at **Estonian Embassy** in Beijing, PRC.

* Screened visa applications, interviewed visa applicants in Mandarin Chinese and processed Schengen visas.
* Conducted companies´ background research on web and by phone.
* Developed and wrote research reports on Estonia related news in Chinese media.

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| **05/2012 – 06/2012** | **Internship** involving the Estonian National Asia |
|  | Program at **Estonian Ministry of Economic Affairs and** |
|  | **Communications**. |

* Drafted and edited written materials including agendas to be included in the Estonian National Asia Program.
* Cultivated close working relationships and collaborated with other municipalities and governmental agencies.

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| **09/2009 – 04/2012** | ESL **teacher** at **Immanuel English Academy and others** |
|  | in Taipei, Taiwan |

* Successfully improved student participation in the classroom through integration of creative exercises.
* TESOL/TEFL certificate obtained June 2011.

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| **11/2008 – 07/2009** | **HR/Office Manager** at **WGI Global Inc. Estonian** |
|  | **Branch**,URS Corporation USA (government order |

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construction)

* Oversaw settlement and staffing of the new branch.
* Supervised the Office Assistant, and Translation and Document Control Team work (5 people).
* Coordinated all human resources policies, procedures, laws, standards and regulations.
* Coordinated work activities of subordinates and staff relating to employment, employee relations, safety and recreation programs.

**06/2006 – 04/2008** **Office Manager** at **Fontes PMP LLC**.(Headhunting,

employment and consultancy agency)

* Collaboration and overseeing the work of the Office Secretary.
* Managing yearly office expenditures budget.
* Entered and tracked personnel and subcontractor data in a central database.
* Provided support function to Accounting.
* Provided base level IT support within the business; company´s webpage updates.
* Managed occupational health and safety in the office.

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| **11/2006 – …** | **Helping out with family business at Rehetare OÜ with** |
|  | **webpage management; event planning; PR.** |

**My Education & Additional Training**

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| **09/2009 – 06/2011** | **Mandarin Chinese** studies |
|  | National Taiwan Normal University Mandarin Training |
|  | Centre. |
| 2006 – 2008 | Courses in first-aid; occupational health and safety; laws of |
|  | personnel management and staff documents; and other, to |
|  | improve my work specific knowledge. |
| **09/2002 – 06/2005** | **Bachelor's of Natural Sciences** in Environmental |
|  | Management with minor specialty on Organizational |
|  | Behavior |
|  | Tallinn University, Estonia. |

**My Skills & Interests**

**Languages:** **Estonian** –mother tongue;

**English** –first language level;

**Mandarin Chinese** - intermediate level;

Russian and Finnish - beginner level.

**Computer:** Excellent computer skills in **MS Office** programs:

Outlook, Excel, Word and PowerPoint.

IPS, CarrierPoint, Fenix and Transporeon in logistics.

Some experience in website management.

**Interests:** traveling; reading; Eastern philosophy; music.