

**Bayan**

**Bayan.355897@2freemail.com**

**EDUCATION**

**Bachelor in Accounting and Management Informations Systems**

Spiru Haret University, Faculty of Financial Management Accounting, July 2012

GPA: 8 out of 10

Craiova, Romania

**Mathematics and Computer Science Degree**

Certified in Computer Science, June 2007

GPA: 8 out of 10

Theological Highschool, Craiova, Romania

**WORK EXPERIENCE**

**Secretary at Le Graphiste**

Saint Symphorien sur Coise, France, 13 March 2014 -23 August 2015

Successfully played a supporting role in the organization by ensuring that that designers were aware of deadlines and requests, resulting in higher client satisfaction.

Main responsibilities included:

* Organize calendars and arrange trips, meetings and events
* Maintain a database of clients, invoices, requested products and deadlines
* Manage internal and external correspondence via telephone calls, e-mails and messages
* Respond to inquiries and provide information regarding company products and services
* Receive, sort and archive documents and reports
* Maintain an overview of the stock of office supplies and process requests
* Welcome clients in a professional and warm manner

**Store Manager at Coffeeshop Agop**

Craiova, Romania, 22 July 2012 – 30 May 2013

Assisted the company by maintaining an overview of the equipment standard and supplies, ensuring a high quality offering and customer satisfaction

Key responsibilities:

* Maintain an overview of existing store supplies (e.g. coffee beans, milk, etc.), their respective expiry dates and place orders for additional items when required
* Organize and maintain an archive of all bills, ranging from customer orders to supply orders
* Maintain a database on the usage of coffee machines and maintenance dates – thus ensuring quality standards were upheld
* Ensured outstanding store conditions and visual merchandising by supervising support staff

**Secretary at Department of Agriculture Dolj**

Craiova, Romania, 20 January – 30 June 2012

Successfully acted as a supporting point in organization, handling a multitude of tasks and responsibilities.

Main responsibilities included:

* Managed telephone correspondence by screening, receiving messages and transferring calls
* Prepare monthly reports with regards client requirements and due dates
* Organize and archive documents both in a digital and physical copy
* Maintain office supplies inventory processes requests
* Receive and direct visitors to relevant departments

**AssistantSecretaryat TIFCO SA**

Craiova, Romania, 12 March 2011 – 29 September 2011

Playing a supporting role in the company, providing secretarial, clerical and administrative support in the office.

Key responsibilities were:

* Maintain an overview of company construction orders and that deadlines are met
* Maintain a database on the usage of construction equipment, maintenance dates and faults
* Manage correspondence by answering, screening and forwarding calls

**SKILLS AND INTERESTS**

**Languages**

Romanian: native language

English: fluent (speaking, writing, reading)

French: moderate (speaking, writing, reading)

Spanish: basic (speaking, reading)

**Technical Skills**

Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)

Adobe Photoshop

Adobe Illustrator

IT Competence

**Personal Skills**

A highly motivated and capable person interested in administration and customer service. Quick learner who can effortlessly fit into an existing established environment, flexible and always open to new challenges. Well-motivated and detail oriented individual. I work very well as part of a team and individually. Able to multi task, goal oriented, well organized, energetic and punctual.

**Interests**

Socializing, traveling, swimming, mountain hiking and puzzles.