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| **Curriculum vita**  Maryna  E-mail: [maryna.356194@2freemail.com](mailto:maryna.356194@2freemail.com)  Mobile no: C/o 0505891826 | 5r1 |

**OBJECTIVE:**

To be associated with a progressive organization that gives me scope to learn, explore, adapt and perform to the best of my abilities in the interest of company and myself.

**EDUCATION:**

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| **EDUCATION-Institution** | **Specialization** | **Duration,**  **years** | **Year of graduation/City/ Country** |
| Zuevsky Energy College | Junior specialist.  Electrical technician | 2003-2007 | 2007/ Zugres/ Ukraine |
| National Pedagogical Dragomanov University | Bachelor of Arts (Philology). Translator (Interpreter) from English | 2010-2014 | 2014/ Kiev/ Ukraine |

**PROFESSIONAL EXPERIENCE:**

**Designation**: ***Administrative Officer cum Sales Coordinator*** (31st July 2016 – 31st January 2017)

Employer: **Evolve Technologies – IT company** **(UAE)**

**Responsibilities:**

* Handling hardware and software problems and faults and referring on to specialist technical colleagues
* Assists in the coordination, supervision, and completion of the projects, as appropriate
* Scheduling appointment for the sales staffs to meet prospective clients
* Issuance of quotations, invoices, and receipts to clients
* Client accounts reconciliation, payment collection, and follow-up
* Issuance of cheque payments to suppliers
* Handling of petty cash
* Monitoring of inventory items
* Update daily activity calendar of all team member and job card details
* Update and follow-up of AMC calendar
* Issuance of business letters and responding to email inquiries or follow-ups
* Update and maintain contact lists and client information database
* Preparing regular financial and operational reports
* Performing miscellaneous job-related duties as assigned

**Designation**: ***Administrator*** (Sept 2015-July 2016)

Employer: **Puff Baker Café & Restaurant (UAE)**

**Responsibilities:**

* In the absence of the Restaurant Manager carry out the daily operation of the Restaurant ensuring
* Effective communication of all required standards and procedures to all restaurant employees
* Communicating with suppliers and procurement team for daily and weekly forecast, schedule of stock receiving, vehicle arrangements etc
* Supervise and motivate staff towards company objectives
* Compile, copy, sort and file records of office activities, business transaction and other activities
* Complete work schedules, manage calendars and arrange appointments
* Train other staff members to performs work activities
* Maintain office records to ensure they are updated on daily basis
* Assist in the preparation of regularly scheduled reports
* MS excel on daily basis
* Performing day to day administrative tasks such as maintaining files and processing paper work
* Communicate with top level management by mailing regarding work environment
* Keeping quality documentation up to date
* Introducing good practices to new labour
* Prepare meeting agendas, attend meetings and record

**Designation: *Operation Manager* (September 2010– April 2015)**

Employer: **AUCHAN Company (Kiev, Ukraine)**

**Responsibilities:**

* Working with customers, handling complains
* Responsible for all commercial results of my departments (margin, profit, wastage)
* Business planning for next year
* Caring about great image of the company
* Organization of work of team (18 people)
* Effectiveness analysis of each employee and the whole team
* Training of new staff & identifying training requirements of existing staff
* Provide payroll information by collecting time and attendance record
* Submits employee data reports by assembling, preparing and analyzing data
* Labor control and duty supervision
* Assisting the staff in various works
* Maintains employee quality service by following organization standard
* The development of the subordinates
* Communicate with suppliers, order goods and control of the merchandise

**Designation**: ***Assistant Administrator* (September 2008 – September 2010)**

Employer: **INCOM – IT Company (Kiev, Ukraine)**

**Responsibilities:**

* To assist the employment development team in developing strategies to move employees into mainstream employment with support
* Keep records of all official meetings and correspondence
* Arrange interviews, set up meetings, coordinates visits to facility, travel arrangements and mails
* Receive, sort, date stamp, and route all incoming mail and faxes in a timely and   
  efficient manner in order to support staff and operations
* Keep personnel files current
* Provide Orientation and Educate newly inducted employees
* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activates and encourage and support staff in their development and training
* To undertake such other duties, training and/or hours of work as many be responsibly required and which are consistent with the general level of responsibility of this job
* To undertake health and safety duties commensurate with the post and/or as detailed in the directorate’s health and safety policy
* Having a proven ability to plan, organize and control activities & staff
* Ability to work under pressure and to targets
* Having the ability to motivate people
* Monitoring staff attendance and performance levels
* Training of new staff & identifying training requirements of existing staff

**Software Skills:**

* Microsoft Office
* PowerPoint
* Sapaad
* Aldelo
* a1connect
* Team Work
* Quick Book

**Personal Profile:**

Name : Maryna

Nationality : Ukrainian

Date of Birth : 16/02/1988

Gender : Female

Marital Status : Single

Languages Known : English and Russian