



Iulia Boico

Manager, Assistant Manager, Consultant, Database Operator, Office Manager, English Teacher. I would like to work from Monday till Friday with two days off. As for me, it is comfortable to work from 9am till 18 pm. As for salary I consider offers from 9000 net.

Contact details:

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Key skills:

- English B1
- Driver's license B
- Google Docs
- Confident PC user
- Create e-factures
- Knowledge of Planfix and 1C

Work experience:

10/23-01/24 Office Manager at Atehno (Balti, Moldova)

- worked with 1C
- worked with the documents of the company
- created e-factures
- worked with with the cash book and cash register
- worked with various types of clients and companies

09/2015-01/23 Research Analyst at Pedersen&Partners (Balti, Moldova)

- worked with the company's database: entered, edited and deleted data about persons from the CVs and companies from different informational sources, like Google and official web sites
- created Progress Reports, briefs and proposal for the potential clients
- research of the companies with the needed industry for the potential clients
- worked with presentations (sometimes I helped the marketing team to create presentations for the company client)

Education:

2011 - 2015 A.Russo University, Balti. Specialty in English and IT Sciences.

Summary:

My name is Iulia Boico. I'm 31 and currently on maternity leave. Before maternity leave, I worked in an HR company. In October, I got a job at Ateho, as an Office Manager and part-time cashier. My area of responsibility included processing primary documentation, working in 1C, working with clients and companies from different industries, like IT, schools, dealers and others. I also checked the problem situations with clients. Issuing goods, creating e-invoices, filling out the cash book were also my area of responsibility. I am currently looking for a new job.

I am actively exploring online work opportunities. I know how to value my time and the time of my colleagues. I know how to support and give a motivational kick.

Punctuality, honesty and decency are my main qualities. I consider hard work and finishing work to be my virtue. At the moment, my goal is to develop my strengths in the professional field, gain new work experience in various fields, and also create a safety net for several years.

My personal qualities: responsibility, communication skills, paying attention to details, diligence, determination. I like communication and I think it helps me to achieve my goals.

Usually if I have free time I enjoy reading, drawing and studying culinary arts.

As for my future working career, my preferred work schedule is 9am to 6pm, Monday to Friday. The remote way of working is an advantage for me.

My main motivation to work and stay in the company for a long period of time is the friendly team, training and permanent development. The pursuit of knowledge and the implementation of new things is my goal for the next few years. I am not ready to work in a team where everyone is for himself, where learning turns into continuous puzzles and riddles. Openness, honesty and transparency towards me motivates me to work and achieve the company's goals.