



Liudmyla Koliesnik

Data of birth: 27.03.1989

NIE: Y9673706-N

Address: 27 calle pompeu fabra, 2-2, Mataró 08302

Mobile phone: +34 631 647 283

+38 050 0168106 (WhatsApp, Telegram)

E-mail: koliesnik.liudmyla@gmail.com

LinkedIn: <http://linkedin.com/in/liudmyla-koliesnik>

Skype: live:.cid.aa5b7178f056e904

Summary:

Personal Attributes:

- Self-motivated and self-directed, work well both as part of a team and autonomously.
- Lots of energy and enthusiasm, with a real 'can-do' attitude.
- Love learning new things, new challenges and passing on what I know to others.
- Enjoy brainstorming and finding solutions.
- Very high client rapport skills and professional representation.

I graduated from a course "Project Management + Business Analysis" at IT Art-Lemon School in August 2020. So I have basic technical knowledge, understanding of typical software project life and development methodologies (Agile, Scrum, Kanban, Waterfall, XP), Jira, Trello. I look forward to applying my skills into practice.

Professional experience

Job title: Manager of foreign economic activity TM Symbol, Ukraine

Date of Employments: 02.11.2020- 23.02.2022

Responsibilities:

- business correspondence and contacts with foreign partners, factories, preliminary settlement of issues
- arranging shipment with the international sellers and monitoring of issuing the shipping documents
- preparing and organising all the needed shipping documents for customs clearance and sending them to the custom's broker
- monitoring the customs clearance process until the Goods arrive to the warehouse, and inform the sales & marketing department
- deliveries timing control
- training the new company's employees.

Job title: Operator 1C TM Bonita, Ukraine

Date of Employments: 01.10.2018- 30.10.2020

Responsibilities:

- control and setting invoices
- cooperation with logistics

- keeping statistic and reporting on the accelerator
- Creating and maintaining office documents: office documents such as, invoices, reports, data sheets have to be created and maintained by an administrative assistant.

Job title: Secretary, TM Rubicon, Ukraine

Date of Employments: 10.04.2011- 20.08.2018

Responsibilities:

- Maintain office co-ordination.
- Arrange meetings and other gatherings
- Accompany the employer to conferences and meetings: administrative assistant should accompany the employer to meetings and conferences both inside and outside the company's premises.
- Overall office keeping: administrative assistant has to maintain the inflow and outflow of goods, arrange for repair and maintenance of office equipment, receive, store and maintain inventory of office supplies and equipment, and send, receive and sort mail and other packages.
- Supervise the work of low level clerks and assign jobs to them.
- Make travel arrangements: when the employer or the department has to travel some place on official work, the administrative assistant makes arrangements for the travel and stay.

Education

2006-2010 Kharkiv University of banking, banking.

2020 IT Art-Lemon School,
course "Project Management + Business Analysis"

Computer skills:

Microsoft Office suits, Bitrix24, 1C:8.3, Adore Acrobat, Outlook

Languages:

English, Upper intermediate.

Ukrainian, native speaker

Russian, fluently

Spanish, A1

Highlights

E- commerce

Leadership

Adaptability

Training

Negotiation

Communication

