

Administration, Assistant, Business manager, Head of retail, Transport and Logistics



Дарина Герасименко

Preferovaná země nebo město: **Czechia**

Plat: **od 500 EUR**

Činnosti: **Sekretariát, kancelářské práce**

Úvazek: **Plný úvazek**

Připraven přestěhovat se: **Ano**

Popis životopisu

Herasymenko Daryna Manager of FEA, Logistics Manager, Sales Manager Full-time Searching For Employment in Czech Republic / Europe (Foreign Trade, Sales, Logistics) Phone: (+420) 732855931 Email: herasymenko_daria@ukr.net

Zkušenosti

01.09.2016 – 01.08.2017

LLC "FTL Service Ukraine"

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- searching and attraction of new clients; - registration and sending of commercial offers; - skills of business correspondence, including in a foreign language; - processing of customer requests; - making "cold" calls; - fulfillment of plans for calls and number of attracted customers; - fulfillment of sales plans; - development, approval and signing of contracts, additional agreements, preparation of documentation; - organization and full support of transportation; - maintenance and development of business relations with existing clients; - preparation of reports on sales results; - knowledge and skills of working in CRM (Bitrix 24); - conducting transactions, monitoring of current processes; - knowledge of all stages of the transportation process.

01.08.2017 – 01.02.2018

ООО "Ganex"

Logistics Manager

- searching and attraction of new clients; - registration and sending of commercial offers; - skills of business correspondence, including in a foreign language; - processing of customer requests; - making "cold" calls; - fulfillment of plans for calls and number of attracted customers; - fulfillment of sales plans; - development, approval and signing of contracts, additional agreements, preparation of documentation; - organization and full support of transportation; - maintenance and development of business relations with existing clients; - preparation of reports on sales results; - knowledge and skills of working in CRM (Amo); - conducting transactions, monitoring of current processes; - knowledge of all stages of the transportation process.