



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Office Manager, Data Entry Specialist

About me

Hobbies: Working with documents, note taking and planning, editing, sports, art, working with texts and articles.

Qualities: Attentive, motivated, responsible, creative, organized, diligent, conscientious.

Work experience

Data collection operator · Quorum SRL

July 2023 - July 2024 · 1 year 1 month

- data analysis;
- collecting and correcting data;
- working with documentation;
- reporting.

Skills: Data sorting, Team Working, Fast typing

Desired industries

- Office / Secretarial
- Labor Staff
- Management

Education: Higher

USM

Graduated in: 2024

Faculty: Litere

Speciality: Master's degree in Phyology and Translation

👤 23 years

♀ Female

📍 Chişinău

💰 900 USD

📌 in

TOP Skills

- **Fast typing** · 1 year
- **Team Working** · 1 year
- **Data sorting** · 1 year

Preferences

- Full-time
- Flexible
- No schedule
- Remote

Languages

- **Romanian** · Don't know
- **Russian** · Native
- **English** · Communication
- **Ukrainian** · Communication