



DINA PAPSUJEVICA

CURRICULUM VITAE

DATE OF BIRTH:

08th July 1985 | Latvia

ABOUT ME:

Creative and enthusiastic outside- the-box thinker. Service minded, with serious attitude to my work duties.

Good organizational skills. Great attention to detail. High performer. Ability to multitask. Prioritize the deadlines.

Personal willingness to learn and initiative to grow professionally always leads me.

The open mind allows to integrate into the team easily and be the useful member of.

I am a fast learner as I had a chance to work in different fields. International experience.

LANGUAGES:

Latvian (native)



Russian (fluently)



English (fluently)



Danish (now DU3 Modul 5)



German (conversational)



WORK EXPERIENCE

02.2020 -

GLOBAL EXCHANGE DENMARK APS
Customer Service Representative

03.2017.
04.2019.

„ARTBERRY” Designer union
Project manager

Project coordinating
New client acquisition
Communication with clients
Project managing until final stage - production

02.2017.
04.2019.

A/S GENERAL LOGISTICS SYSTEMS DENMARK
Sorting employee

Distribution company

Leading the group of people to achieve a daily goal of the depot
Responsible for small size parcels correct deliver to the drivers

10.2014.
10.2016.

SIA ALPHA BALTIC Advertising agency
Account Manager

Project coordinating for Nordics & Baltics
Different level project coordinating for clients in Latvia
Customer relations
Cooperation with creative team (DTP, designers and creative director)
Handled purchase orders (PO)
Report generating for accountancy

10.2012.
10.2014.

AS CAPITALIA Financial Company
Office Manager/Accountant

Daily office Administrator
Customer relations
Invoice Administration
Assisting Executives & Members
Processing Daily Accounting
Project management for clients



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SKILLS:

Sociable

Open Minded

Good People Skills

Responsible

Professional Strong Work Ethics

Stong Customer Service Skills

Very Focus with Work

CONTACT:



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Kastrup



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WORK EXPERIENCE

02.2008.
07.2009.

SIA "STALKERS K" Construction Company **Assistant of Financial Director**

Assist with Tendering process
Preparing Financial Reports and Time Line
General Office Management Duties

06.2007.
11.2007.

„SPA HOTEL USMA“ **Marketing manager**

Greeting and Setting Up New Customers
Corporate Event & Scheduling
Pricing for Corporate and Celebration Events
Responsible for New and Existing Clients.

06.2004.
04.2006.

SIA "HANSA LĪZINGS" Leasing and Factoring Company **Accountant of Factoring project**

Process Income Payment Statement
Accountant Assistant



EDUCATION AND QUALIFICATIONS

2003.-2007.

BA SCHOOL OF BUSINESS AND FINANCE / LATVIA
Finance bachelor degree

09.2006.-01.2007.

HOGESCHOOL GENT / BELGIUM
Erasmus program

07.2020 -

CODE INSTITUTE / IRELAND
Diploma In Software Development,
Full Stack Web Development