

DATE OF BIRTH:

08th July 1985 | Latvia

ABOUT ME:

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

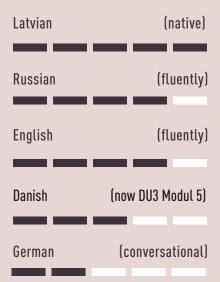
Good organizational skills. Great attention to detail. High performer. Ability to multitask. Prioritize the deadlines.

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:



DINA PAPSUJEVICA CURRICULUM VITAE



WORK EXPERIENCE

02.2020 - GLOBAL EXCHANGE DENMARK APS
Customer Service Representative

03.2017. "ARTBERRY" Designer union 04.2019. Project manager

> Project coordinating New client acquisition Communication with clients

Project managing until final stage - production

02.2017. 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. 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. AS CAPITALIA Financial Company Office Manager/Accountant

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



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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DINA PAPSUJEVICACURRICULUM VITAE



WORK EXPERIENCE

02.2008. SIA "STALKERS K" Construction Company
O7.2009. 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. 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