

Mariia Grigoreva

CONTACT

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ABOUT ME

Nationality: Russian Federation
Date of birth: June 10th, 2003
Living in: Groningen, Netherlands
Reliable and punctual, quick to learn and adapt. I always aim to do my job well and focus on the details.

LANGUAGES

- English
- Russian
- French
- Dutch

SKILLS

- Fast learning
- Multitasking
- Teamwork
- Communication
- Organization

EDUCATION

Russian State University for the Humanities	Department of Intellectual Systems in Humanities
September 2021 - August 2024	Bachelor degree (incomplete education)
Hanze University of Applied Sciences	Creative Media & Game Technologies
September 2024 - now	Bachelor Degree

WORK EXPERIENCE

PHILIPS Russia	HR Intern
September 2023 - November 2023	<ul style="list-style-type: none">Preparation and processing of employee documentationManaging and maintaining payroll records
PHILIPS Russia	Jr. HR Administration & Payroll Specialist
November 2023 - June 2024	<ul style="list-style-type: none">Conducting introduction sessions for new employeesProviding assistance in resolving employee-related questionsAssisting employees with documentation