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| **Sukhorukov Dmitrii**  Male, 27, born August 9, 1993  **+7 (982) 3241684**  [**dsukhorukov16@gmail.com**](mailto:dsukhorukov16@gmail.com)  Residence: Istra, Moscow region  Citizenship: Russia, have a work permit: Russia | | | |
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| Experience 3 years 6 months | | | |
| January 2019 - June 2020  1 year 6 months |  | **Individual entrepreneurship / private practice / freelance**  English teacher  Creating an atmosphere of English in 3 private kindergartens  Individual lessons with students | |
| May 2017 - November 2018  1 year 7 months |  | **ООО "Uraldom"**  Chelyabinsk regionь, www.uraldom74.ru  Assistant of chief commercial officer  Strategic and operational management of company finances  Price and assortment policy management  Achieving of economic indicators  Support, control and development of business relationships with clients  Ensuring the achievement of targets (revenue, gross profit)  Optimization of commercial business processes  Negotiating with key clients  Budget planning and control of financial flows of the sales department  Organization of wholesale and retail trade networks | |
| May 2017 - November 2018  1 year 7 months |  | **ООО "UralKomResurs"**  Chelyabinsk region  Assistant of Production Director  Human resources management  Internal and external reporting  Drawing up and control of work schedules  Monitoring the progress of construction work  Conducting and / or participating in meetings and conferences with customers, contractors and related organizations  Acceptance and quality control of the results of the completed types and stages of construction work and the scope of the project  Delivery of the results of construction work to the customer  Development of plans, letters, estimate calculations, technical specifications and other documents necessary for the implementation of the project  Forecasting and evaluating the development of events  Performing other functions necessary for the successful implementation of the assigned tasks | |
| January 2015 - May 2015  5 months |  | **Magnezit, ООО**  Moscow, www.magnezit.biz  Specialist  Work in the planning department, compiling and updating databases, accounting and auditing. | |
| Education | | | |
| Bachelor | | | |
| 2016 | | **Hult International Business School London**  Bachelor of International Business Administration, General Business | |
| Key skills | | | |
| Languages | | Russian — Native  English— C1 — Advanced | |
| Skills | | Knowledge of foreign languages Working with databases English Language ability to work in a team Reporting skills Correspondence Competent speech organization of work Personnel management PC user Project management Literacy Business communication Budgeting Negotiation Financial control Strategic planning Business planning Team management Budgeting Financial management Key customer development Planning Financial Management Business English Strategic Thinking Process Management Business Planning Working with Key Clients Prioritizing | |
| Driving license | | | |
| Private car  Driving license B | | | |
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