



Dmitri Prokofich Razumikhin

Administration Manager

About Me

I am a proactive, organized and responsible person, with good interpersonal relationships. I stand out for good teamwork, quick decision-making and good pressure management. I am looking for a challenging position to keep learning.

Education

Borcelle High School
2004 - 2008
Graduated with honors
Rimberio University
2009 - 2014
Bachelor in Business Administration

Work Experience

Assistant Manager
Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. File maintenance.
Hanover and Tyke, 2019 - Now

Administrative Assistant

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance.
Fradel and Spies, 2016 - 2017

Skills

Project Management Tools
Advanced Administration Software
Corporate Sales Account Management
Social Media Management
Spanish Language Proficiency

Contact me

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