

VIKTORIJA BELOBORODOVA

Kerava, Finland

beloborodova.viktoriia@gmail.com

SUMMARY

Certified customer-oriented specialist with 3+ years of hands-on experience on multitasking position at a big IT company that provides a vast variety of EDI solutions geared on B2B sector. I've carried out technical settings for EDI, advised on configurations and error issues and organized workflow for EDI settings inside my company and with clients (suppliers and retail companies).

As an employee, I'm well-organized, detail-oriented and highly motivated to learn more. Looking for employment with an IT-company where I can use my communicative skills, knowledge of EDI and advanced English. I moved from Russia to Finland in September, 2020.

EDUCATION

Vocational qualification in Information and Communication Technology (180 ECVET competence points), Software Development

Keuda Kerava | January-May, 2022

VALMA, Vocational training

Keuda Kerava | January-May, 2022

Finnish language studies, physics, mathematics, English and information technology

Integration training for adult immigrants

Path of career guidance for higher education graduates

Galimatias Concept OY (Helsinki) | March -December, 2021

Finnish language and communication skills, working life and social skills

BACHELOR DEGREE, MANAGEMENT

2011 - 2015

Ural State Mining University, Engineering and Economics Faculty
Yekaterinburg, Russia

PROFESSIONAL DEVELOPMENT, COURSES

SOFTWARE TESTING AND QA

July – September, 2019

IT-school and training centre "Level UP"

Saint Petersburg, levelop.ru

WEB DEVELOPING

September – December, 2018

IT-school and training centre "Level UP"

Saint Petersburg, levelop.ru

WORK EXPERIENCE

WORK PLACEMENT

Aarteen päiväkoti (Kerava) | 22.11.2021-6.12.2021

- Basic care tasks for children



KEY SKILLS

Written and verbal communication

Problem solving

Strong collaboration

Organization and prioritization

TOOLS & SOFTWARE

EDI

Atlassian Jira

CRM

Microsoft Office

LANGUAGES


Russian - Native


English - Advanced (C1)


Finnish - Intermediate (B1)
(in progress)

HOBBIES


 tennis


 bicycling


 traveling

 photography

CONTACTS

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 Kerava, Finland

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT (RND DEPARTMENT)

KORUS Consulting CIS (SberKorus) | September 2017 — October 2020
Russia, Saint Petersburg, <https://www.sberbank.com/eco/korus>

- Implementing technical setups for EDI and legally binding electronic document exchange (3 tech platforms: Comarch, Sphere EDI and Sphere Courier), completing and sending form requests to retail chains and suppliers, monitoring the process of settings, and reflecting them in internal systems (CRM, Jira, emails, and others);
- Consulting customers and 5+ partners on the issues of EDI settings via telephone and e-mail;
- Performing organizational work on EDI setup process (between IT department, sales department and customers);
- Preparing, managing, applying and performing work to correct errors when loading data into the billing system;
- Making reports in MS Excel and MS Word;
- Processing and distributing internal tasks from other departments;
- Recruiting, training, adapting and motivating specialists on the position "EDI specialist and administrative assistant"

PC OPERATOR

Elar | December 2014 — February 2015 (Short-term contract)
Yekaterinburg, Russia, www.elar.ru

- Entering digital and text information into a specialized program;
- Checking and correcting the entered information.

ADDITIONAL INFORMATION

Category B driving licence


Personal qualities: analytical mind, self-criticism, the ability to take a reasonable risk and balanced decision-making


Hobbies: tennis, travel, photography, fitness


REFERENCES

Olga Stepanova, VALMA-teacher, Keuda Kerava
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CONTACTS

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