

VOLOBUYEVA ANNA

052 25 410 18

annavol25@gmail.com

UAE, DUBAI



Nationality: Ukrainian

Date of birth: 25.12.1984

Objective: Seeking opportunities in office administration, coordination and support services coordination where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

EDUCATION:

2012 - 2014 The National Academy of Public Administration the President of Ukraine, Master of Public Administration, Ukraine, Kyiv

2002 - 2007 State University of Agriculture and Ecology of Ukraine, Manager – Economist, Ukraine, Zhytomir

PROFESSIONAL EXPERIENCE:

April 2015 Nazih Trading Co. LCC Dubai UAE, Retail sales:

- Greeted customers and determined their needs and wants;
- Discussed type, quality and number of merchandise required for purchase;
- Recommended merchandise based on individual requirements;
- Advised customers on utilization and care of merchandise;
- Provided advice to clients regarding particular products or services;
- Explained the use and advantage of merchandise to customers;
- Answered customers' queries and concerns;
- Showed the live working of merchandise;
- Quoted prices and discounts as well as credit terms, trade-in allowances, warranties and delivery dates;
- Prepared sales contracts and accepted payment through cash, cheque and credit card;
- Assisted in display of merchandise;
- Maintained sales records for inventory control.

2012 - 2014 State Inspectorate for Agriculture across in Zhytomir region, manager HR – civil servant:

- Co-ordinating with finance department for processing of payment to employees;
- Reporting to the Employment Center, Department of Statistics and others.
- Prepares employees for assignments by establishing and conducting orientation and training programs.

2010 - 2012 Zhytomyr Regional State Seed Inspectorate, manager HR - civil servant:

- Comprehensive understanding of all current Ukraine employment law legislation.
- Experience of managing grievance and disciplinary procedures.
- Able to develop, maintain and implement HR policies.
- Keeping all company employees are informed of key employment and company issues.

2009 - 2010 SmartBots LTD, Singapore, Research assistant with stock market:

- Analysis of commodity markets.
- Reporting on the results of market.
- Cooperation with a team of sales strategies for the commodity market.
- Study schedules algorithms international commodity market.

2009 - 2009 "Zhytomyrrembud" building and construction company ,Ukraine, Zhytomir manager HR:

- Registration receipt, transfer, dismissal of employees under labor legislation.
- Forming and maintaining personal files of employees, changes related to employment, maintains historical human resource records by designing a filing and retrieval system.
- Keeping past and current records.

2006 - 2007 LLC "Nika LTD" Ukraine, Zhytomir manager - economist:

- Development of strategic objectives of foreign economic activity.
- Development of current and future development plans of the company.
- Analysis and calculation of key economic indicators.

October 2011 The conference on "The Bank Online 2011" Kyiv: informing participants about the place and time of the conference; meeting participants.

2005-2009 Student practice in the UK and Denmark

Computer's skills: (VS Office, Outlook, Power Point, Internet, Exel, Word).

Languages: Russian, Ukrainian, English (fluent), Polish (understanding).

Driving license category (B).

Personal qualities: Desire to learn and explore new fields. Ability to quickly learn, punctual, responsible, diplomatic. I am sport enthusiast and physically fit.