

Personal Information

Name and Surname: Yeva Terteryan
Address: Avetisyan Street, Building 20
1101, Echmiadzin, Armenia
Date of Birth: 27.12.1992
Phone number: +37495208442
E-mail: yeva.terteryan@gmail.com



Education

2009 - 2013 **Armenian State University of Economics**
Regulation of Economy & International Economic Relations

Experience

09.2014 - 11.2014 **Nairi Insurance LLC**
Agent Sales Specialist

- Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones;
- Appraise the wishes and demands of customers and sell the suitable protection plans;
- Contact potential clients and create rapport by networking, cold calling.

03.2015 - 08.2016 **Ministry of Defence of the Republic of Armenia**
Accounting Inspector

- Writing reports;
- Making lists;
- Preparation of references etc.

09.2016 - present **Armeconombank OJSC**
Accountant Cashier

- Serve customers in the branch;
- Manage transactions with customers using cash registers;
- Perform cash and non-cash transactions in accordance with bank procedures, ensuring the availability and accuracy of documents and signatures;
- Accept loan payments;
- Manage exchanges and returns;
- Sell the Bank's products and services;
- Prepare and monitor reports at the end of the day according to control procedures.

Software skills

Microsoft Word	●	●	●	●	●	●
Microsoft Powerpoint	●	●	●	●	●	●
Microsoft Excel	●	●	●	●	●	●
HTML	●	●	●	●	●	●
CSS	●	●	●	●	●	●
Javascript	●	●	●	●	●	●

Languages

Armenian	●	●	●	●	●	●
English	●	●	●	●	●	●
Russian	●	●	●	●	●	●

Personality

- ✓ Communicative
- ✓ Flexibility
- ✓ Sense of humor
- ✓ Functions well under pressure
- ✓ Punctuality
- ✓ Willingness to learn
- ✓ Sociable

Hobbies



Music



Technology



Sewing