

## Personal Information

**Name and Surname:** Yeva Terteryan  
**Address:** Avetisyan Street, Building 20  
1101, Echmiadzin, Armenia  
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## 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;
  - 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.

I am child care leave now .

## Software skills

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

## Languages

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

## Personality

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

## Hobbies



Music



Technology



Sewing