

ANNA GOETZ



CONTACT

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- https://annagtz2022.github.io/portfolio_aap/

PERSONAL DETAILS

Date of birth: 01.06.1987

Marital status: Married

EDUCATION

Master's in Economics of Enterprise, 2015

Odessa National Polytechnic University, Ukraine

SKILLS

- Proficient in Excel, Word, PowerPoint
- Familiar with SQL, Power BI, and Python
- Excellent analytical and problem-solving skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills

LANGUAGES

English	fluent
Norwegian	beginner
Ukrainian	native
Russian	native

HOBBIES



Commercial Analyst – Lysaker

ABOUT ME

I am an experienced and results-driven professional with expertise in finance, management, and administrative support. My ability to learn quickly and navigate high-pressure environments has helped me consistently exceed targets, resulting in promotions and increased responsibilities throughout my career. I possess exceptional communication skills and have honed my ability to build trusted relationships with people from various backgrounds.

EXPERIENCE

Embassy of Ukraine in the Kingdom of Norway | 2022–2023

Office manager, Volunteer

I prepared shipping documents, tracked aid donations and shipments in spreadsheets, and calculated the value of humanitarian aid. Collaborating with cross-functional teams, I ensured efficient aid delivery.

Infosystem Center LLC | Odessa, Ukraine | 2019

Information and communication network operator

I consistently delivered exceptional customer support by promptly answering inquiries, addressing complaints, resolving issues, and providing technical assistance for current and previous software releases. Additionally, I maintained compliance with established policies and procedures, coordinating with law enforcement agencies when necessary.

PLASKE PJSC (cargo & freight company) | Odessa, Ukraine | 2015–2018

Accountant

I effectively managed payment accounts, ensuring accurate financial balance between systems and collaborating with cross-functional teams to ensure timely data delivery. Through conducting research and analyzing data on office expenses, I identified cost-saving opportunities and presented my findings to senior management, providing valuable insights for informed decision-making. Furthermore, I conducted inventory audits to maintain accurate stock records and support efficient inventory management.

Consumer Center LLC (loan center) | Odessa, Ukraine | 2014–2015

Department manager

Managing customer accounts, and training and supervising new employees have helped me consistently exceed sales revenue targets. In addition, I have successfully maintained office policies and procedures, ensuring smooth and efficient office operations. Moreover, I have maintained accurate records of all funds and have been primarily responsible for their collection.

Delta Bank JSC | Yalta, Crimea, Ukraine | 2011–2014

Account manager

I efficiently manage clients' accounts, providing them with financial advice and effective solutions, while also processing transactions with utmost accuracy. I have consistently demonstrated a strong ability to build and foster enduring client relationships, leading to their continued loyalty and satisfaction. These relationships have played a crucial role in consistently surpassing sales revenue targets, and have resulted in my achievement of being one of the top three performers in the competition among bank branches for the issuance of a specific banking product.

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Commercial Analyst

15 June 2023

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PERSONAL DETAILS

Nationality

Ukrainian

Place of residence

Norway

Date of birth

01.06.1987

Marital status

Married

REFERENCES

Available upon request

Please feel free to browse my portfolio.

https://annagtz2022.github.io/portfolio_aap/



Dear Hiring Manager,

I am thrilled to apply for the Commercial Analyst position at AAP Aviation. Throughout my professional journey, I have excelled in managing financial transactional data, conducting data analysis, optimizing procurement processes, building client relationships, leading teams, and providing technical support. My quick learning, problem-solving and analytical thinking, and passion for technology and data make me a well-rounded candidate for the role of a Commercial Analyst. I pay meticulous attention to detail and possess effective time management skills, ensuring accuracy and efficiency in my work.

Driven by a profound passion for technology and data, I have pursued expertise in the field of data analytics. Among my portfolio projects, I have created a dynamic Sales Analysis Dashboard during my journey in mastering Data Analytics with Excel, and have some experience with SQL, Power BI, and Python. This hands-on experience has equipped me with valuable skills that could be beneficial within the role of a Commercial Analyst. I would be delighted to share my portfolio with you, providing further insights into my work and the capabilities I can contribute. Furthermore, I am open to providing further details about my career decisions during a personal interview, if desired.

Having lived in Ukraine and Austria (2019 – 2021) before relocating to Norway in January 2022, I possess a deep appreciation for diverse cultures and perspectives. This diverse background has equipped me with the ability to effectively communicate with individuals from various backgrounds and establish trusted relationships. In addition to my professional experience, I have volunteered at the Embassy of Ukraine in the Kingdom of Norway, further refining my strong organizational and analytical skills. Additionally, I have assisted in translating from English to Ukrainian for the Historical Museum, honing my language skills and attention to detail.

As a holder of a residence card in Norway, I am genuinely excited about the opportunity to contribute to AAP Aviation's growth and success. The prospect of working with data, developing professionally, and being a part of a unique and fast-growing company aligns perfectly with my personal and professional values. I am eager to leverage my skills and knowledge to excel in this position, bringing a great communication and interpersonal skills, digital competence, the ability to learn quickly and meeting deadlines.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further with you.

Sincerely,
Anna Goetz