**CURRICULUM VITAE**

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**Evgeniya Folomova**

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**SUMMARY OF QUALIFICATION**

* Languages: English - good, Russian - excellent
* Enthusiastic, cooperative and detail oriented
* Good communication skills

**EDUCATION**

**Moscow State Evening Metallurgical Institute,** Russia

Major: **Organizations Management**

Graduated date - 2012

**WORK EXPERIENCE**

**Administrator** August 2018 - Present

Furla, Fashion shop, Moscow, Russia

* Management and development of personnel with manager of the shop
* Management of the shop with manager of the shop
* Customer services

**Managing director** January 2017 - April 2018

Pandora, Jewelry shop, Moscow, Russia

* Management and development of personnel
* Management of the shop
* Customer services

**Deputy manager of boutique** November 2010 - June 2015

Nestle, Nespresso Department, Moscow, Russia

* Management and development of personnel
* Management of the shop
* Customer services
* Work with difficult clients
* Business trips

**Sales assistant** July 2009 - June 2010

“Coffee Cantata”

* Сonsultation of clients on production
* The offer of the accompanying production
* Work with the cash register

**Accountant** July 2008 - June 2009

Traiding house “European bearing company”

* Collecting and providing documentation on tax requirements
* Сommunication with tax authorities
* Payroll calculation, sick-lists, holidays

**ADDITIONAL SKILLS & PERSONAL**

* Highly trainable, fast learner
* Responsible, patient, diligent
* Very good interpreting skills
* PC: MS Office, MS Outlook, Google Chrome, Internet Explorer etc.

**INTERESTS**

* Like reading the books
* Enjoy to travel in the interesting places
* Studying foreign language
* Write in the own blog