

ANNA AXAROVA



Date of Birth: **07/02/1989**
Nationality: **Cypriot/Russian**
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PERSONAL PROFILE

Highly enthusiastic professional with advanced technical skills. I am experienced in providing customer support as well as adapting to different working environments be it Translation, Information Technology or Administrative departments. Looking for an opportunity to ignite my career.

EMPLOYMENT

1C: ENTERPRISE HELP DESK SPECIALIST

LogiSoft Computer Systems | Feb 2023 - May 2023

- Performed 1C: Enterprise installation and infobase management.
- Provided 1C: Accounting and 1C: Stock Control technical support and consultation for end-users.
- Recorded and kept track of common problems and their resolutions in event logs.
- Assisted end-users in any other technical problems and/or resolved the issues remotely.

CONTENT MANAGER/ADVERTISING SALES AGENT

Interlink Advertising | Jan 2013 - March 2014

- Created, managed, translated (English-Russian, Russian-English), edited and proofread news articles.
- Conducted interviews with interesting people, edited, proofread and translated the final product.
- Concurrent translation during corporate meetings.
- Persuade clients to buy advertising space by explaining the benefits of company's properties.
- Develop and maintain relationships with business partners at all levels of each sales experience.

IT HELP DESK/TRANSLATOR

Dudu Communications | Mar 2011 - Apr 2013

- Performed various translation duties: written text, presentations, brochures and news articles.
- Provided technical support on proprietary software and applications, including installation and basic usage.
- Assisted employees with general support for hardware, peripherals, network connections, and external software.
- Security executive role. Junior networking engineer. Warehouse manager.

TECHNICAL SUPPORT SPECIALIST

EC. NetTech Solutions Ltd | Jan 2009 - Mar 2011

- Performing regular maintenance of hardware and software.
- Diagnosed and resolved 20+ computer, laptops and printer problems per week.

FRONTED DEVELOPER

Self Employed · Freelance

- Developed static and dynamic web pages using HTML/CSS as well as HTML5/CSS3, JavaScript, SQL, Bootstrap, Wordpress, Github.
- Extensive knowledge in responsive web development, cross-browser development and scalability principles.
- Have experience in turning design pages into HTML/CSS components.

KEY SKILLS

- Technical Support
- CustomerService Windows/OS X/Linux OS
- Hardware and software troubleshooting
- Software maintenance
- 1C: Enterprise
- Ticketing Systems
- Remote Troubleshooting
- Basic bookkeeping knowledge
- HTML5/CSS3/Javascript/SQL
- Critical Thinking

- Attention To Details
- Adaptive to new challenges
- Excellent Verbal Skills
- Cultural Awareness
- Self-management
- Customers Come First” Attitude
- Willingness and Ability to Learn

EDUCATION

The Grammar School, Limassol

High School Diploma, History, Political Science

Frederick University

Unfinished Bachelor's degree, Computer Science

LANGUAGES

- **Russian:** Native
- **English:** Fluent
- **Greek:** Moderate