



SCUTARU ALEXANDRU

Receptionist - SC RADENTI CAT & FOOD SRL, Brasov

Age 30 from Braşov

Contact details

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About me

A position in a company where I can highlight my professional skills.

Up to date with technology, one of my hobby is to watch and analyze reviews about mobile platforms, smartphones, OS, hardware & software specs and much more.

Professional experience

Experience by departments

Office / Back-office / Secretarial: **1 year**
Client Service / Call Center: **1 year and 7 months**
Other : **5 months**
Tourism / Hotel staff: **2 years and 3 months**
Administrative / Logistics: **1 year and 3 months**
Advertising : **1 year and 8 months**

Apr 2017 - present
1 year and 10 months

Receptionist - SC RADENTI CAT & FOOD SRL, Brasov
Brasov | Tourism / Hotel staff | Tourism
Reception - 3*** pension in Brasov

Acquired skills and knowledge:
Primary accounting, asi front desk, booking, receptionist, saga
Net salary: 1800 RON

Apr 2015 - Sep 2015
6 months

Receptionist - SC PARTY HOLIDAY SRL, Constanta
Constanta | Tourism / Hotel staff | Tourism

- keep records of all telephone, fax numbers and addresses that are brought to its attention in different ways;
- kindly provide the information requested by tourists;
- archiving the handwritten documents, faxes sent and received in order;
- preparation of the arrival and departure announcement sheets;

Acquired skills and knowledge:
reception

Net salary: 2000 RON

Mar 2014 - Feb 2015
1 year

Receptionist - Short Stay Amsterdam NL SRL
ABROAD | Office / Back-office / Secretarial | Tourism

- the distribution of the rooms according to the requirements of the clients;
- performing certain special services, such as phone calls for waking guests, sending messages, etc.
- efficient organization of the rooms in the unit;

- contacting banks and / or exchange offices;
- providing guests with informations in English;
- ensuring that the hotel's single entry register is kept;
- ensuring the hotel's central telephony activity;

Acquired skills and knowledge:

reception

Jan 2013 - Jan 2014

1 year and 1 month

Advertising - Aydin BV Netherlands

ABROAD | Advertising | Advertising / Marketing / PR

advertising / SEO for an internal transport company in the Netherlands

Acquired skills and knowledge:

advertising and promotion

Sep 2011 - Nov 2012

1 year and 3 months

Database help desk - Studio Crollari Roma IT

ABROAD | Administrative / Logistics | Services

accountancy

data entry

statistics

balances

Acquired skills and knowledge:

Accounting

Net salary: 1200 EUR

May 2010 - Jul 2011

1 year and 3 months

Customer Service Wind Italia - SC Wind Infostrada Telecomunicazioni S.P.A Italia SRL

ABROAD | Client Service / Call Center | Call-Center / BPO

technical support for a telecom company

Acquired skills and knowledge:

communication and relationship skills

Sep 2008 - Dec 2008

4 months

call center representative - SC CGS SA

Brasov | Client Service / Call Center | Call-Center / BPO

Providing the necessary information for prepay and postpaid Orange Romania's customers.

Net salary: 750 RON

Oct 2007 - Mar 2008

6 months

advertising distribution - S.C 121 Marketing S.R.L

Brasov | Other | Advertising / Marketing / PR

commercials distributor

Apr 2005 - Nov 2005

8 months

political interviews operator - S.C Eurodata S.R.L

Brasov | Advertising | Advertising / Marketing / PR

political interviews operator

Net salary: 600 RON

Education

2003 - 2008

Undergraduate - Brasov Mircea Cristea Technical College

Electrotechnician | Brasov

College with technological profile.

Skills

General skills

antiirus, Backup, Bios, Google Adwords, Google Analytics, Google Docs, internet & email, Microsoft Excel, Microsoft Word, web design, web technology, Browsers, Microsoft Windows

Skills from work experience

communication and relationship skills, Accounting, advertising and promotion, reception, Primary accounting, asi front desk, booking, receptionist, saga

Foreign languages

English - Advanced, Italian - Medium, Bulgarian - Beginner

Other info

Qualifications

Electro technician Degree
acquired on Jun 2008

Hobbies

pc hardware & software