



GEORGI TANCHEV



PROFILE

My name is Georgi Tanchev, I was born in Sofia, in 1994. I graduated from “King Simeon The Great” High School, where i have studied business managment with enhanced english. I currently live in Plovdiv, Bulgaria.



PERSONAL SKILL

- MANAGEMENT
- TEAMWORK
- ORGANIZATION
- COMMUNICATION



CONTACT ME

- Zagore 15, Plovdiv, Bulgaria, 4002
- +359 896 86 35 08
- georgittanchev@gmail.com



EDUCATION

November 2010 - High School
May 2013

King Simeon The Great, Plovdiv.
Business managment with enhanced english.



EXPERIENCE

July 2015 - A1 EAD
July 2016 **Trade Consultant**

Servicing the company's clients by the previously set company standards for quality.
Realizing sales by previously set individual and team goals for the month.
Knowledge of the market and trends in the telecom industry.
Building a positive attitude in customer communication.
Servicing customer payments and administering sales.

November 2016 - **Hotel Avion, Plovdiv**
June 2019 **Admin & Front-Desk manager**

Working directly with hotel guests and assist them at the highest level.
Making reservations, preparing invoices, administering payments.
Keeps in touch with customers. Actively participates in meeting their requirements.
Informs guests about attractions and restaurants in the vicinity of the hotel.
Managing everything from bookkeeping of the hotel to property renovations when necessary.
Hiring staff and participating in interviews were also some of the responsibilities I had working as a front-desk manager of the hotel.

August 2019 - **Outdooraholics EOOD**
April 2020 **Office admin & Business assistant**

In the company I was working directly with the director of the company as his assistant, helping him with the bookkeeping of his petty cash, hotel reservations when coming to Bulgaria and a lot different and complicated tasks that require deep research and communication with foreign institutions. I was also constantly involved with various tasks that required planning and complex logistics.
As office admin I was responsible for the office bookkeeping, paying bills, purchase the necessary things for the smooth running of the office. I was also required to look for better offers, prices and so on for products, services, along with other things required for the proper functioning of the office.
I had more than once assisted other team members in their complex tasks so they can be completed in time and successfully. For example, I was helping the company website creator more than once with different things that involved knowledge in HTML and CSS. This was because the website creator had only CMS WordPress skills and no coding skills at all. I was practically working alongside with all my colleagues, when they needed help I was participating in tasks in the area of the Customer Support, Management and from time to time I was working as an Operations manager`s assistant.



PROFESSIONAL SKILL

PHOTOSHOP	<div><div></div></div>
INKSCAPE	<div><div></div></div>
CPANEL	<div><div></div></div>
MYSQL	<div><div></div></div>
CMS	<div><div></div></div>
DREAMWEAVER	<div><div></div></div>
ORAK HOTEL R5 ECLIPSE+	<div><div></div></div>
WINDOWS OFFICE PACKET	<div><div></div></div>



OTHER SKILLS

I have exceptional organizational skills due to my work in the largest telecom in the country, where it is always necessary to be highly organized, in order to be able to achieve the goals set for the month.

I have the ability to communicate freely with everyone, which I have acquired as a result of my constant search for new contacts and always working with people.



LANGUAGES
Bulgarian
English



DRIVING SKILLS
Vehicle categories: B, M