



# ANASTASIJA ARFANOVA

## CONTACT



+37126568421



aarfanova@gmail.com



linkedin.com/in/anastasija-arfanova-904435157

## SKILLS

- Microsoft Office
- Jira
- Accounting/ Financial Analysis
- Data Analysis
- Communication skills
- Organisational skills
- Customer Service
- Project Management
- Teamwork
- Presentation Skills
- Creativity
- Writing
- Research

## LANGUAGE

Russian ●●●●●●●●

Latvian ●●●●●●●●

English ●●●●●●●●

German ●●●●●●●●

## EXTRACURRICULAR ACTIVITIES

Media Coordinator at Days of Opportunities (career event at SSE Riga)

Promotion of the event, creation of merch designs and leading interview process for both employees and employers

## EDUCATION

### Stockholm School of Economics in Riga (2022)

Finance, Economics and Social Sciences

### Rīgas Valsts 1. ģimnāzija (2017)

## EXPERIENCE

### GoCardless

People Operations Partner (Jan 2023-now)

•

### Nordigen

People Operations Specialist (Jun 2022- now)

•

•

HR Operations Assistant (Aug 2021-June 2022)

Organising onboarding/offboarding procedures, preparing legal documentation, supporting employees on a daily basis, analyzing productivity and engagement, keeping track of employee data, implementing employee benefits.

### Nord Agri

Export Manager/ Marketing assistant (Nov 2020- Feb 2021)

Client support, sales and some marketing activities (maintaining web pages, creating campaigns and posts).

### Cantus Group

Junior Accountant- internship (Jul 2019-Aug 2019)

Assisted Chief Accountant, recorded transactions in 1C, issued invoices.

### SEB banka Latvia

Customer Relations Coordinator- internship (Jul 2018- Sep 2018)

Provided prompt to bank's corporate customers, Client Executive and Account Manager. Mostly focused on AML and controlled transactions based on internal instructions.