

Tania Lokshin

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Summary

My goal is to deliver a project with the best quality on time and within budget. I do my projects with courage, a high level of organization, communication, analytical and creativity thinking, with a combination of experience in accounting and business development. My goal is to deliver a project with the best quality on time and within budget. I do my projects with courage, a high level of organization, communication, analytical and creativity thinking, with a combination of experience in accounting and business development.

Experience

Freelance

UX Research & Analytics

Jan 2022 - Present (1 year 7 months)

My Skills

Scrum, Agile, IT - strategy, enterprise architecture, ux-design, product marketing, product analytics, unit economy, psychology of creativity, no-code, digital business models, market research, collection, analysis and visualization of data, corporate governance, marketing communications, investment appraisal, analysis of investment projects, soft skills



UX Researcher and Analytics

Top Clinic Ichilov

Feb 2023 - Present (6 months)



Project Manager

Invest4StartUp (non-commercial project)

May 2022 - Jun 2023 (1 year 2 months)



Volunteer Staff

Project Management Institute

Oct 2021 - Oct 2022 (1 year 1 month)



Salary Customer Service Manager

מיכפל - שכר פנסיה ונווחות

Jul 2018 - Oct 2021 (3 years 4 months)

LTD | Salary and attendance software/system

- Identifying clients' needs to recommend the most effective solution offered by the system.
- Deliver accurate information to customers following salary calculation or logic.



Accounting and Administration Manager

ClickDealer

Sep 2017 - May 2018 (9 months)

Company Credit Reports and Due Diligence Reports

- Building a work plan and submitting requests for financial support to the parent company, including budget management and budget control.
- Handling suppliers, concentrating invoices, controlling, making adjustments, and preparing payments.
- Office management and support for the activities of the CEO and accountant, including translation of documents and meetings.

**Business Development**

Enterprise Europe Network - Russia, St. Petersburg branch

Jan 2015 - Jun 2017 (2 years 6 months)

Provides Support for Small and Medium-sized Enterprises with international ambitions.

- Establishing the activity from the ground up following the concept of the network.
- Building a business plan and submitting requests for budget raising and financial support from government agencies. Creating connections with decision makers in Russia.
- Building and managing a database while supporting local companies, writing business plans, participating in professional exhibitions.
- Preparing reports on the activity, budget utilization, and promotion of the companies goals.

**Project Director**

The Jewish Agency for Israel

Sep 2012 - Jun 2015 (2 years 10 months)

**Assistant diplomat**

Embassy of Japan in Moscow

Apr 2008 - Dec 2011 (3 years 9 months)

**Product Manager**

COO Luxury Cars

Dec 2000 - Dec 2007 (7 years 1 month)

Import of luxury cars from Japan to Moscow

- Responsible for the complete operations of the business from the Japanese side.
- Designing schedules, assessing risks and tracking the progress.

**Accountant**

COO

Jun 1995 - Nov 2000 (5 years 6 months)

- Ongoing accounting to balance reports, handling suppliers, customers, and banks.
- Payroll accountants, registration of attendance, vacations, illnesses, social security contributions.

Education**Higher School of Economics**

 **State University of Tokushima, Japan**

research work in Economics, economy

2007 - 2007

 **Moscow Institute of Financial and Economics**

Bachelor's degree, Economics

1995 - 1998

Skills

Project Management • CSM • Research • Accounting • Business Development • Networking •
Маркетинговые исследования • Организаторские навыки • Эксклюзивные предметы