

Curriculum Vitae

Updated 19-12-2017

Olga Komarova

Personal

Born in 1978
Nationality Belarus
DK-resident (resident in DK from April, 2011)

Contact information

Tel: +45 42 41 10 88
E-mail: okomaro@gmail.com

Work experience

09.2013 - until now

Comet Consular Services A/S (www.cometconsular.com) Copenhagen, Denmark

consular services: visas and legalisations of documents through foreign embassies

Position: handling officer, Visas and Legalisations

Responsibilities:

- establish and maintain cooperation with embassies/consulates and other authorities
- handling visa applications and legalisation of documents through the embassies in Copenhagen
- giving update on ongoing cases to clients via email, telephone and in person
- keeping updated the company's information database on the daily basis
- daily accounting of expenses in connection with the document flow

08.2012 - 07.2013

Invisa Fiduciary Services Aps (www.ifs-denmark.com), Copenhagen, Denmark

Russian visa application center

Position: Head of the office

Responsibilities:

- overall management of the office and its daily procedures
- establishing the procedures in connection with the applications for Russian visas
- contacting the Russian consulate on the daily basis
- personnel management
- financial and overall reporting

03.2009 - 05.2010

RG Media (www.rgmedia.by), Minsk, Belarus

Internet advertising sales-house, subsidiary of Red Graphic Systems (www.redgraphic.com)

Position: Head of the subsidiary with the overall responsibility for leading the business

Responsibilities:

- working out and adopting the yearly financial plan of the subsidiary
- negotiating and establishing partnerships with partners
- setting up sales targets, creating price lists, discount grids and drafts of agreements with customers and partners
- reporting to the company's owner on turnover statements and results
- hiring and managing of personnel, freelancers and maintenance assistants

Curriculum Vitae

Updated 19-12-2017

Olga Komarova

03.2007 - 12.2008

Quarum International (www.quoruminter.com), Moscow, Russia

Spanish cheese manufacturers' association

Position: Country sales representative (Russia, Ukraine, Belarus) Responsibilities

- establishing partnership with food importers and distributors of the dairy products
- representing the association at exhibitions and Spanish trade chamber events
- translating and creating promotional materials and presentations
- assisting in negotiations between the association and Russian customers

Asstra Associated Traffic AG (www.asstra.com), Moscow, Russia / Minsk, Belarus

International group of companies operating in transport and logistics services

Position: Head of advertising and PR division

Responsibilities

- creating, adopting and controlling of advertising and PR plans for overall activity on company's markets (Russia, Ukraine, Belarus, Lithuania, Poland, Germany, Italy, Switzerland, Kazakhstan, China)
- managing the division of advertising and PR (3 people) and coordinating the network of the sales managers (8 people) in local offices responsible for local marketing
- establishing and developing partnerships with subcontractors in all the markets
- participating in marketing strategy development and ISO 9001:2000 certification

02.2001 - 03.2002

Ecopress Ltd. (www.ecopress.by), Minsk, Belarus

Financial information agency

Position: Business development assistant

Responsibilities

- project management and promotion of the Belarusian news and search portal www.zubr.com
- translation of news and documents for clients
- creating and running the new division for headhunting services within the company's activities – from business plan to sales

Other activities

from Jan. 2009 til present. Organizer and tour-leader of the yearly 3-week winter tour on the Trans-Siberian railroad for about 300 participants from all over the world visiting major Russian cities and sites on the way (www.lovingrussia.org).

Education

Belarusian State Economic University, faculty of International Economic Relations (1995-2000)

Bachelor's degree in International Economy

The study consists of: Economics, World Economy, International Finance, Management, Marketing, Statistics, Accounting, Mathematics, Philosophy, Logistics, Investments, Foreign languages (English and German) and other related subjects.

Computer skills

Windows and Mac OS, MS Office, Illustrator, Corel Draw, Quark Xpress, Photoshop, InDesign

I am very capable of reaching good user level in any computer program or technology.

Languages

Russian – native, Danish – fluent (karakter 10 i PD3), English – fluent, German – basic, Polish - basic

About me: Optimistic, responsible, diligent and smart person. I like to learn new things and to have interesting challenges in life. Among my hobbies: meditation, yoga, travelling, and reading.