Makhortov Alexander

Biblika, 20, apt. 88

Kharkiv, 61115

(+380) 0673489540

sshss.123hgf@gmail.com

Personal Data

Date of birth: 28/02/2000

Marital status: single

2. Objective : To get position of Lead Generation Manager in IT Solutions inc.

3. Education and Qualifications

2017-2021 National Technical University "Kharkiv Polytechnic Institute"

Faculty of Metal Physics for Solar Energy

Master's degree Solar Energy Technology/Technician

4.Work experience

MUSIC CENTER «Leader Promusic» (January 2019 – Present)

Responsibilities: inventory management, merchandise resets, staffing, financial and operational reporting.

* Partner with Store Manager and task associates to ensure seamless operations of high-volume retail store operations.
* Financial and operational reporting.
* Verify and validate new business prospects from multiple sources including professional data bases, company web sites, publications, discovery and individual research
* Create and maintain records of sales leads

Accomplishments: introduced sales incentive and employee recognition programs that increased staff

retention by 80%.

Store Manager «Zara» (Nov 2018 – Dec 2018)

Responsibilities: personnel administration

* Held key-holder responsibility for hiring
* training and supervising 50-member workforce
* Managed daily store operations
* formulated strategic goals and team initiatives

Accomplishments: introduced new customer appreciation program that reduced churn by 60%.

Company «OKTAN», Nov 2017- Sept 2018

* + Providing main office with office supplies
  + Analyzing large data sets collected through all departments
  + Preparing financial forecasts
  + Preparing reports for the board of management

5.Qualifications Summary

Skills

Languages: Russian (native), Ukrainian (native)

IT skills – various skills in IS management/database

HTML CSS - Programming at Junior level.

Microsoft Office – Word, PowerPoint, Excel, Visio, Visual Studio, etc.

Sales – Skilled in sales, trying to make my clients happy

Problem solving and negotiation skills

Planning and organizing

Strong team player

Proven ability to effectively manage both personnel and projects

6.Interests and Activities

Swimming

8.References:

Available on request