



Datele de contact sunt contra cost. Detalii aici: <https://www.rabota.md/ro/prices/cv>

Data Entry Specialist, 24H, customer support

Work experience

Business assistant · Logistic company

September 2024 - Present · 3 months

Все ниже перечисленное входит в мои обязанности

- Ведение документации
- Набор персонала (HR)
- Data entry
- Content creator/smm
- Accounting
- Office manager

Skills: Multitaskin

24h/ customer support/data entry · Efros

January 2024 - August 2024 · 8 months

- Communication with drivers, brokers, service staff
- I made sure that the driver arrived on time for pickup and delivery, I monitored their temperature if it was a reefer, as well as the fuel level and also gave fuel stops
- Monitored the driver's shift so that he did not go into violence, also received a warning about sudden braking or distracted driving and warned the drivers. sent efs codes and relay
- made updates to Mcloud for pickup and delivery, made tonu and cancel loads

Skills: Multitaskin

Desired industry

- Logistics / Transport

Education: Secondary

Courses, trainings

WEB DESIGNER

👤 20 years

♀ Female

📍 Chişinău

💰 **14 000 MDL**

TOP Skills

- **Multaskin** · 8 months
- **Multitaskin** · 4 months

Preferences

- Full-time
- Hybrid

Languages

- **Romanian** · Native
- **Russian** · Native
- **English** · Medium

Skills

- Management of Stress
- Ability to Multitask
- Creativity
- Content Creation
- Web Design
- Social Marketing
- Accounting
- Hr
- Data Entry Skills

Graduated in 2024
Organizer: IT STEP ACADEMY