

# Marketing & PR



## Ilnur Maksyutov

Бажана країна або місто: Чехія  
Заробітна плата: Від 500 EUR  
Напрямок діяльності: Маркетинг, реклама, рр  
Графік роботи: Повна зайнятість  
Готовий до переїзду: Так

### Опис резюме

### Досвід роботи

01.09.2017 – 01.11.2017

#### BD Electronics

##### American Sales Executive

- Maintained accurate records of all sales and prospective activities
- Gathered order information and submitted detailed information to purchasing department
- Gained a complete understanding of quotes and pricing
- Developed technical selling skills

01.11.2017 – 01.03.2018

#### BD Electronics

##### Human Resources Assistant Manager

- Supporting daily HR activities and assisting in coordinating HR policies and processes
- Building and maintaining database of candidates
- Advertising internship opportunities on job portals and career centers
- Planning and conducting interviews with candidates
- Developing and updating job descriptions
- Designing and implementing overall recruiting strategy

01.01.2013 – 01.06.2013

#### Radisson Blu Hotel Shanghai New World

##### Food & Beverage Management Trainee

- Responsible for holding one of the sections at the restaurant
- Managed a variety of customer inquiries and complains
- Developed good communication skills due to the everyday interactions with guests