

# Administration, Assistant, Business manager, Head of retail, Transport and Logistics



## Дарина Герасименко

Бажана країна або місто: Чехія  
Заробітна плата: Від 500 EUR  
Напрямок діяльності Секретаріат, діловодство, агв  
Графік роботи Повна зайнятість  
Готовий до переїзду Так

### Опис резюме

Herasymenko Daryna Manager of FEA, Logistics Manager, Sales Manager Full-time Searching For Employment in Czech Republic / Europe (Foreign Trade, Sales, Logistics) Phone: (+420) 732855931 Email: herasymenko\_daria@ukr.net

### Досвід роботи

01.09.2016 – 01.08.2017

#### LLC "FTL Service Ukraine"

#### LLC "FTL Service Ukraine"

- searching and attraction of new clients; - registration and sending of commercial offers; - skills of business correspondence, including in a foreign language; - processing of customer requests; - making "cold" calls; - fulfillment of plans for calls and number of attracted customers; - fulfillment of sales plans; - development, approval and signing of contracts, additional agreements, preparation of documentation; - organization and full support of transportation; - maintenance and development of business relations with existing clients; - preparation of reports on sales results; - knowledge and skills of working in CRM (Bitrix 24); - conducting transactions, monitoring of current processes; - knowledge of all stages of the transportation process.

01.08.2017 – 01.02.2018

#### ООО "Ganex"

#### Logistics Manager

- searching and attraction of new clients; - registration and sending of commercial offers; - skills of business correspondence, including in a foreign language; - processing of customer requests; - making "cold" calls; - fulfillment of plans for calls and number of attracted customers; - fulfillment of sales plans; - development, approval and signing of contracts, additional agreements, preparation of documentation; - organization and full support of transportation; - maintenance and development of business relations with existing clients; - preparation of reports on sales results; - knowledge and skills of working in CRM (Amo); - conducting transactions, monitoring of current processes; - knowledge of all stages of the transportation process.