

# Trade - purchase and sale



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Бажана країна або місто:	Чехія
Заробітна плата:	Від 500 EUR
Напрям діяльності	Роздрібна торгівля
Графік роботи	Повна зайнятість
Готовий до переїзду	Так

### Опис резюме

PERSONAL INFORMATION Name: Sabina R. Nasibulina Gender: female Phone: 7(917) 7720663 Mail: novajavolna2009@mail.ru Date of Birth: 26.12.1989 Marital Status: single

### Досвід роботи

01.08.2015 – По теперішній час

**JSC "Center Inform"**

**Sales and Information Technology manager**

- Provide sales, customers counselling, sales promotion, new advertising strategies, sales increasing, search for new potential clients, sales forecasting, documentary process support, analysis of competitors and market activity. - Making electronic digital signatures in special programs for sending reports and personal information in electronic form, for authorization on the information portal and participation in electronic auction. Checking documents for compliance. Maintenance of the contractual relationship. Technical support about legal framework of electronic signatures and software performance. Work with clients objections and claims. Conflict resolution.

01.07.2012 – 01.01.2015

**LLC "Group of investment business development" ( July 2012 –January 2015**

**Manager in Financial Department**

- working with financial documents, submission documents to the Bank and tax authorities, preparing monthly reports and financial forecasts, registration of contracts and outgoing documents. - meeting with clients, presentations, telephone calls, advertising and sale of services, product promotion, conclusion of contracts, work with office equipment.