# Olha K.
## Account manager

**ID** 432

**Fulltime price: €800**

## EDUCATION

**Kharkiv Institute of Trade and Economics of Kyiv National University of Trade and Economics**
Food Technology
September 2014 — June 2018 (Bachelor)

**Kharkiv Institute of Trade and Economics of Kyiv National University of Trade and Economics**
Accounting and Audit
September 2018 — July 2020 (Master)

## PROFESSIONAL SKILLS

- ✔ Analytical skills
- ✔ Data Analysis
- ✔ Data Entry
- ✔ Data Search
- ✔ Elementor

## WORK EXPERIENCE

**Remote Helpers**
Lead generation manager
March 2020 — present

Targeted searching for the potential clients for the company, database creating and maintaining it, searching for contacts of the executive positions people in the companies using special browser applications, doing the minimal daily plan of the found companies, checking for uniqueness in order to avoid duplication of the found information with other lead generation managers, sending email templates and following maintaining of the business correspondence, daily results analysis, reporting.

**UKRSIBBANK (Ukraine)**
Financial consultant
January 2019 — March 2020

Creating personal accounts for Individual Entrepreneur, maintaining the financial statements, work with credit operations, assistance in the preparation of accounting documents, documents analyzing and sorting, settlement of conflict and disputed financial issues with the Bank's clients, preparing payments in the Client-Bank system,preparing Bank statements, maintaining archives.

**Food services**
Bartender-cashier
January 2017 — November 2018

Create queries for ordering of goods, categorization of products, accounting, calculation of the orders of the guests, logistics distribution of orders, communication between the establishment's services.

## WORK EXPERIENCE

**Cinema**
Cashier
August 2015 — March 2016

Tickets registration and selling, booking, telephone consultations with cinema-visitors, receiving complaints and suggestions, logistics seating of the guests..

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## Contact us:

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