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Quality Assurance Specialist

Despre mine

I'm a dedicated and hardworking individual with a keen eye for detail and strong focus. I take my responsibilities seriously and always strive to complete tasks with precision. My disciplined approach allows me to meet deadlines and maintain high standards of work. I excel at organizing tasks and can manage multiple responsibilities effectively. When faced with challenges, I'm quick to find solutions, thanks to my ability to concentrate and pay close attention to details. I strive for continuous improvement and am always ready to learn something new. I work well with others in a team environment and am committed to achieving success.

Experiența profesională

Office Manager · "MEGAviation" SRL

Octombrie 2022 - Prezent · 2 ani

- Managed administrative tasks such as scheduling, record-keeping, and office organization
- Ensured compliance with aviation regulations by liaising with Civil Aviation Authorities (CAA)
- Prepared and submitted reports to meet safety standards and regulatory requirements
- Handled incoming and outgoing mail, including official documents
- Managed translations of legal documents and ensured accurate dissemination of information
- Supervised flight crew documentation maintenance, ensuring compliance with licensing and training standards
- Provided updates and information to flight crew regarding operational procedures and safety protocols
- Maintained validity of company contracts and certificates, initiating renewal procedures before expiration
- Upheld legal compliance by staying updated on regulations and facilitating effective communication within the company regarding legal matters.

👤 24 ani

♀ Feminin

📍 Chișinău

💰 15 000 MDL

Preferințe

- Full-time

Limbi

- **Română** · Mediu
- **Rusă** · Fluent
- **Engleză** · Mediu

Permis de conducere

Categoria: B

Waitress · "UCehov" SRL

Mai 2018 - Martie 2021 · 2 ani 10 luni

- Took orders from customers and served food and beverages
- Ensured customer satisfaction by attending to their needs
- Managed financial operations including processing payments and handling cash transactions
- Tracked orders accurately and ensured correct billing for each table
- Maintained cleanliness in assigned areas
- Communicated effectively with kitchen staff to ensure accurate and timely order delivery
- Played a key role in creating a positive dining experience for patrons while managing financial transactions efficiently.

Studii: Superioare

Moldova State University

Absolvit în: 2024

Facultatea: Economic Sciences

Specialitatea: Master's Degree - Management and Marketing of Hotels and Tourism

Moldova State University

Absolvit în: 2022

Facultatea: Economic Sciences

Specialitatea: Bachelor's Degree - Hotel, Tourism and Leisure