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Sales Manager / Data Entry / Translator

About me

I have independently managed several projects that enhanced my skills in digital marketing and e-commerce. I grew a TikTok account to over 60,000 followers, an Instagram account to 10,000 followers, and managed an eBay store with 30 successful sales and consistent 5-star reviews. I also launched a Shopify store, which, while not commercially successful, provided valuable experience in audience engagement and advertising.

My work in data entry and as a sales manager gave me hands-on experience with CRM systems, Excel, and other tools, while also strengthening my teamwork and client communication skills.

Work experience

Data Entry Specialist · Yopeso · Chişinău

April 2023 - February 2025 · 1 year 11 months

- Accurate data entry into the designated program in the shortest time possible.
- Verification of elements on the website.
- Sending and receiving information.
- Detailed searching for unknown information.
- Working efficiently with the available technology.
- Utilizing advanced knowledge of the English language and intermediate knowledge of the German language

Skills: Attention to Detail, Research Skills

Manager de vânzari B2C · Own Project – Ebay · Chişinău

October 2024 - December 2024 · 3 months

Within just two months, I successfully managed an eBay shop, selling approximately 30 items while maintaining a 5-star customer satisfaction rating. Through prompt communication and excellent customer support, I ensured that every buyer had a positive experience, resulting in 100% positive feedback.

Skills: Platform knowledge, Negotiation skills, Marketing and promotion knowledge, Customer service skills, Inventory management, Product listing skills

👤 22 years
♂ Male
📍 Chişinău
💰 20 000 MDL

TOP Skills

- **Attention to Detail** · 1 year
- **Research Skills** · 1 year
- **Inventory management** · 3 months
- **Product listing skills** · 3 months
- **Customer service skills** · 3 months
- **Negotiation skills** · 3 months

Preferences

- Remote
- Hybrid
- In-house

Languages

- **Romanian** · Native
- **Russian** · Medium
- **English** · Fluent
- **German** · Communication

Skills

- Adaptability
- Attention to Detail
- Creativity
- Team Working
- Communication Skills

Social Media Manager (SMM) · Own Project – TikTok · Chişinău

March 2023 - March 2023 · 1 month

Out of curiosity and as a personal experiment, I created and grew a TikTok account to over 60,000 followers in just one month. This experience allowed me to develop a deep understanding of content strategy, audience engagement, and platform algorithms through hands-on testing.

Skills: Strategic thinking, Video skills, Graphic, Analytical mindset, Trend awareness, Adaptability, Creativity

Sales Manager · Call Center · Chişinău

January 2023 - March 2023 · 2 months

- Selling products and services to customers through inbound and outbound calls.
- Handling and resolving inquiries from warm leads and existing customers.
- Building and maintaining customer relationships to achieve sales targets.
- Delivering excellent customer service while promoting company products effectively.

Desired industries

- Management
- Sales / Retail
- Tourism / Hospitality

Education: Higher

ULIM

Graduated in: 2024

Faculty: Litere

Speciality: Traducator Engleza-Germana