**Tetiana Kushevska**

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Age: 39

Region: Kyiv

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**GOAL** To receive a position of the administrator, Deputy Director or Director of chain stores, with professional and personal growth; ready to consider the position of a consultant (manager) at the luxury and beauty segment.

**QUALIFICATIONS** More than 10 years of successful work experience at active sales. Permanent sales plan completion and over completion. VIP clients support.

Enterprise business processes arrangement from scratch. Cooperation with customs services and all kinds of governmental inspection authorities.

**WORK EXPERIENCE**

**7. 2007 – 01. 2015 DUKE STREET, LLC**

**Executive Director, Stephen Webster, Kyiv.**

*Company specialization profile:*

Jewellery boutique

*General responsibilities:*

* + - * Enterprise opening and registration from scratch;
			* Receiving of permissions and certifications;
			* Necessary documents receiving at government authorities;
			* Legal records keeping;
* Staff performance arrangement and control;
* Preparation of complete documents packages for freight customs clearance;
	+ - * Trade receipt encashment, cash discipline;
			* Advertising control, order and analysis. Cooperation with journalists.

*Subordinate persons’ number*: 4 persons.

*Cause of dismissal:* no career opportunities.

*Main achivements:*

 Boutique opening. Qualitative control of all enterprise operations. Successful cooperation with inspection authorities.

**07.2006 - 07.2007** **Administrator, L'Escale store, Kyiv.**

*Company specialization profile:*

Perfume and cosmetics chain store.

 *General responsibilities:*

* + - * Clients’ consultations;
			* Department documents workflow;
			* Primary accounting (cash) documents keeping;
			* Trade receipt encashment;
			* Work with cash register, cash discipline arrangement;
			* Money transactions control;
			* Goods acceptance/ hand over, re-evaluation;
			* Sales room control;
			* Receiving all necessary documents at state authorities.

*Subordinate persons’ number:* 12 persons.

*Main achievements:*

Qualitative check of cash operations. Sales assistants’ performance systematization and control. Successful cooperation with inspection authorities.

 *Cause of dismissal:* Store closure.

**11.2003 – 07.2006 Sales Assistant, L'Escale store, Kyiv.**

*General responsibilities*

* + - * Clients’ consultations;
			* Goods preparation;
			* Assistance in image selection;
			* Sales operations.

*Main achievements*

 Permanent sales plan completion.

**EDUCATION**

**2013 - present time Kyiv National University of Trade and Economics**

 Specialty: External Economic Activity Management.

 Degree: Specialist.

 Form of study: Correspondence.

**SUPPLEMENTARY** L'Escale store, internal trainings on sales theory.

**EDUCATION** (2003 – 2007)

 “Beauty salons management and administration” seminar.

(2015)

**PERSONAL** Born on May 5, 1976, married, 15 year old daughter.

**INFORMATION**

**ADDITIONAL**

**INFORMATION**

* PC user (MS Office, 1С Accounting);
* Ready for business trips;
* English – basic;
* Driving license, “B” category, own car.