**CURRICULUM VITAE**

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**Personal details**

Name Svetlana Kuchma

Address 107589, Moscow, khabarovskaya Street, 16/75

Tel: 89299539737

Nationality Russian

Date of birth 26-12-88

Marital status Single

**Personal profile**

I am reliable, hardworking, easy-going, sociable, creative and well-organized.

**Work experience**

**From May 2015 till now**

**General manager of LLC Mi-mi mi**

**Dealing with partners , général mangers, suppliers,**

**Goods reserch ,areas to sale reserch,**

**Creat actions with partners on huge internet areas ,**

**Bills control**

**Manage documents flow of all the company**

**Support account division partly**

**Develop the recommendations to the design, promotion policy , advertising,marketing policy, brand of the company**

**Direct communication with customers, sales, solutions to complex conflict situations,**

**InterAction with courier service and warehouses**

**May 2014- May 2015**

**E marketing manager LLC elff ceramics**

**Responsibillites :**

**Dealing with partners ,**

**Creat actions with partners on huge internet areas ,**

**Bills control**

**Manage documents flow**

**Develop the recommendations to the design, promotion policy , advertising , brand of the company**

**Direct communication with customers, sales, solutions to complex conflict situations,**

**InterAction with courier service and warehouses**

**October 2013- April 2014**

**Category manager / key account manager - internet shop of cloth & accessories**

**Selection of assortment of goods, procurement, renewal of the product range, price policy, development of recommendations on the design, promotion, advertising, direct communication with customers, sales, solutions to complex conflict situations, the monitoring of a courier service**

**July 2013 — October 2013**

**www.redcube.ru— import manager**

**Responsibilities :**

**Support of the procurement process.**

**Full production control (quality, timing and other conditions).**

**Product information (labels, instructions).**

**Billing and accounting of claims.**

**Tracking cargoes in transit before the goods arrive at the warehouse;**

**Working with primary documents on the transport, shipment data (invoice number, vehicle shipping documents);**

**Work with suppliers: information, documentation, feedback;**

**Translation from/into Russian language, correspondence with partners.**

**May 2013 — june 2013**

**LLC Moda per Bambini - Brand manager**

**Direct sales, developing and retaining custom base ,sales analysis ,feedback, making presentations, controlling cash flow , payment control**

01.13- up to present - personal teacher of English

Responsibilities :

Group and personal teaching of English of different age , adopting /creating individual programs , monitoring and finding new ways of teaching , preparing for different exams

04.11-12.12 Store manager LLC diva

Responsibilities :

Organization of work of the store: staff selection and training (motivation, daily training with subsequent reporting, weekly meetings, the development of an individual learning plan), maintenance of document flow of the store (release, inventory, orders, reports, statements, collection, monitoring of acceptance of the goods and the signs merchandising standards), documents accompanying the closure/opening shifts, cash discipline.

Work in a trading Hall, interacting with customers on refund.

Performance management-to wed check schedule, check amount

Sales analysis, developing strategies to improve the performance of the shop,the staff about 4-5 persons

01.12— 03.12. Sales - manager. "mediagroup "

Responsibilities :

Active sales and site features, foreign hoteliers and other users, active communication during all phases of the engagement, the maintenance of databases and reporting for clients

05.12-01.13. physical persons support specialist. "Sberbank "

Responsibilities :

direct selling of financial products (loans, credit cards, debit cards, related products, deposits, investment), operational activities, the formation of the primary cash accounting

**Education**

2011-2013 Institute of international trade and law

Corespondent faculty of international management

2007- 2011 Management department, Economic and Law faculty, Moscow State

Linguistic University, Ostozhenka, 36

**Key skills**

PC-confident user (word, excel, adobe, point, coreldraw, the bases of adobe flash)

knowledge of foreign languages-English (including translation of complex political and economic articles),

French-Basic

Strong organizational skills

Extensive experience in the preparation of presentations of different character communicative, creative , sociable, a sense of humor is present

**Interests**

Sports, dancing, snowboard , running , swimming , motorbikes and travellling