

Maksim Gorokhov

Workman

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I have 8 years of experience, including as a Car Washer, as a Sales Assistant and as a Miner, Placer in industries.

Most recently, I have been working as a Car Washer at 25 hours from October 2015 to December 2015.

My skills and experiences include: Contract Management, File Management, Materials Management, Photocopier, Policy Analysis, Printers, Switchboard Operator, Technical Support.
Willing to relocate: Anywhere
Authorized to work in the US for any employer

WORK EXPERIENCE

Car Washer

Krasnoyarsk - RU - October 2015 to December 2015

Inspected equipment. Washed machine parts, vehicles, interiors and exteriors. Used scrapers, brushes, clothes, cleaners, disinfectants, vacuums and hoses. Mixed cleaning solutions. Cleaned and polished vehicle windows. Rinsed equipment and vehicles in cleaning solution. Used cleaning solutions, mops, brushes and brooms. Protected and preserved car interiors and exteriors. Cleaned engine compartments. Moved vehicles to and from servicing stations. Performed cleaning duties such as cleaning floors, shampooing rugs and washing glass. Maintained a clean and safe work area.

Sales Assistant

Megafon retail, Izhevsk - RU - July 2014 to September 2015

Received customer payments. Operated telephone switchboard to answer calls, provide information and take messages. Worked with pay records, invoices and balance sheets. Resolved complaints from clients, visitors and customers. Operated copiers, printers and phones. Maintained office equipment. Performed data entry. Followed security procedures for visitors. Dealt with invoices and other reports. Scanned documents for filing. Maintained working knowledge of MS Office. Presented a professional demeanor at all times. Knowledge sets include: Microsoft Excel, Microsoft Word

Miner, Placer

Norilsk nickel, Norilsk - RU - May 2011 to May 2014

Repair and maintain automotive and drilling equipment, using hand tools. Clean up work areas and remove debris after extraction activities are complete. Organize materials in order to prepare for use. Provide assistance to extraction craft workers such as earth drillers and derrick operators. Dismantle extracting and boring equipment used for excavation, using hand tools. Unload materials, devices and machine parts, using hand tools.

Load materials into well holes or into equipment, using hand tools. Set up and adjust equipment used to excavate geological materials. Clean and prepare sites for excavation or boring.

Sales Assistant

Standard, Kansk - RU - August 2009 to April 2011

Located parts by looking at catalogs, microfiche and computers. Assisted customers select parts. Provided price quotes. Prepared invoices, house requisitions and contracts. Verified back orders. Inventoried stock. Advised customers. Provided technical support. Examined returned parts for defects. Notified customer when parts were received. Followed all company safety policies and procedures. Built and maintained relationships with vendors and customers.

Loader

Alcho-world - Норильск - October 2008 to April 2009

Loader

Performed manual labor. Tagged containers. Labeled containers. Determined work assignments and equipment needs. Moved materials on worksites. Sorted cargo. Inspected containers. Reported shortages and damaged materials. Inventoried materials. Ensured a clean and safe working environment. Maintained tools and equipment. Followed all safety rules and regulations.

EDUCATION

Bachelor's in Information systems and technology

Bratsk state university - Братск
2009 to 2013

Vocational in Trading

Vocational school 12 - Канск
2006 to 2008

ADDITIONAL INFORMATION

Skills

Automotive, Balance Sheet, Catalogs, Contract Management, Customer Relations, Data Entry, File Management, Hand Tools, Materials Management, Microsoft Excel, Microsoft Office, Microsoft Windows, Microsoft Word, Office Equipment, Photocopier, Policy Analysis, Printers, Safety, Switchboard
Operator, Technical Support, Telephone Skills, Balance, english, russian