**JOHN SMITH**

*4 Example Menschytsa lane*

*Zhytomyr, Ukraine 10000*

*+380935555555*

*example1@gmail.com*

**OBJECTIVE** To apply for a position of a manager at “WinWin Cambridge Educational Centre”.

**EDUCATION**

Zhytomyr Technological college Sept 2003-May 2006

Zhytomyr National Agroecological University Sept 2014-present time

**WORK EXPERIENCE**

Societe Generale bank(ProstoFinance) March 2007-Nov 2008

**Debt consultant**

• customer service

• knowledge of finance products

• documents completion

Svit Posudu June 2010-July 2012

**Sales Assistant**

• readying orders

• training personnel

• sales

• tracking availability of merchandise

Lombard Partner Dec 2012-present time

**HR manager/ Gold and electronics appraiser**

• appraisal and acceptance of gold and electronic ware

• customer service

• loan granting

• training and control of the personnel

*Key accomplishments:*

-promotion in 2016

-conducting internal seminars

**SKILLS & ABILITIES**

* Team-work experience
* English intermediate working proficiency
* Handle multiple, competing priorities in an effective manner.
* Technical literacy: MC Word, Excel, 1C
* Category B driver’s license

**REFERENCES AVAILABLE UPON REQUEST**