

**Svyatoslav Moiseenko**

**Recruiter, account manager, 700 USD**

Full-time, part-time.

Age: 33 years old

City of residence: Kyiv

Ready to work: Kyiv, Remotely

Contact information

Phone: 050 805-87-49

E-mail: svyatoslavm1708@gmail.com

**Work experience**

**Recruiter**

from 09.2022 to 03.2023 (6 months)

Recruiter (freelancer), Kyiv (Staff search, HR)

- Search of personnel for companies

- Closing vacancies in the technological direction - the production sector. Production operators, installers, radio technicians, drivers, operators.

**Recruiter**

from 10.2021 to 02.2022 (4 months)

Jobian, Kyiv (Recruitment, HR)

- Search and work with client requests

- Presentation of vacancies, placement of ads, recruitment.

- Work with CRM

- Supporting the candidate during the work abroad

**Recruiter, account-manager**

from 09.2019 to 08.2021 (1 year 11 months)

Lundi.inc, Kyiv (Recruitment, HR)

- Search and work with customer requests

- Conclusion of contracts

- Supporting a candidate in the process of finding a job abroad

- Presentation of vacancies, placement of advertisements, recruitment.

- Working with CRM

September 2020, account manager(support department)

- Consultation and support of users in the process of working with their personal account

- Training and supervision in the process of working with users

**Manager of the procurement department**

from 08.2018 to 09.2019 (1 year 1 month)

Oskar-agro (Agriculture), Kyiv

- Receiving orders

- Price analysis

- Work with suppliers

- Search for new suppliers

- Control of delivery

- Interaction with other departments

- Technical support specialist

**Technical support specialist for users.**

from 02.2018 to 08.2018 (6 months)

Benish gps, Kyiv (Security, safety, defence)

- Telephone support of customers

- Consultations on working with the system.

- Assistance in solving technical issues.

**Customer service manager**

from 08.2015 to 01.2017 (1 year 5 months)

Rabota international LLC, Kyiv (Personnel search, HR)

- Consultation of site users on how to work with the portal.

- Sale of services for placement on the portal

- Attracting new users

- Work with existing users

**Personal financial consultant**

from 01.2013 to 03.2015 (2 years 2 months)

Prominvestbank, Kyiv (Finance, banking, insurance)

Call centre operator 2013-2014

Personal financial consultant 2014-2015.

- Sales of banking products

- Advising users of banking services

**Education**

European University

Faculty of Economics, Kyiv

Higher, from 2010 to 2012 (2 years)

Ukrainian Institute of Arts and Sciences

English philology, Kyiv

Higher, from 2006 to 2010 (4 years)

**Additional education and certificates**

- 3D Max Studio 360

**Professional skills**

- MS Excel, MS Word, MS PowerPoint, Salesforce

Knowledge of languages

- English ─ intermediate

- Russian ─ fluent

- Ukrainian ─ fluent

Additional Information.

Sociable, sociable, punctual, attentive. Responsible, without bad habits.

Driving licence B-12 years.