

Natalja Velicko

W: <http://www.worky.com/natalja-velicko>

i would love to work for multinational company, finished International Trade Institute of Ireland, the course were about export and import around the world, International sales, International Marketing, International Law, Economics, work experience. Able to speak different languages such as Russian (mother of tongue, Latvian (fluent), English (fluent), Germa and Italian (basic).

Natalja Velicko's Professional Experience

2007 - 2008

Administration

Completing Project for General Manager

Preparing Reports & Charts on quality of products

General Officer duties: Answering phones, Mailing & Faxing

Delivery Schedules – using Excel Spreadsheet

Use of Internal Computing System – Manser Program

Internal Office Filing

Reporting Spreadsheets (produced trend analysis reports, data input)

General Retail Duties

Recording quantities of clothes sales, pricing & stock levels

Key Skills

manager job
