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# Oksana Gorbach

**Objective**: I want to find any job. Below is information about me and my skills.

# Personal Data: \_\_\_\_\_\_\_\_\_

Date of birth: 28.06.1986

Phone: +38 097 833 92 92 (viber)

+48 731 834 397

Email: [sanka.gorbach@gmail.com](mailto:sanka.gorbach@gmail.com)

# Work Experince: \_\_\_\_\_\_\_\_

**Staff manager**

*October 2010 – till now*

*“Rosanpak” LLC (production and selling of plastic products for nutritious products)*

* opportune and timely preparation of orders and cash on deliveries;
* performing of sales records from regional warehouses;
* transport provision of regional warehouses and clients with ready production;
* determination of negotiability effectiveness;
* optimization of supplies on regional warehouses of “Rosanpak” LCC;
* definition of analysis of wares realization;
* carrying out the control of products prices;
* conducting check of contracts validity between clients and the company;
* performing of systematic and not systematic inspections and internal audit;
* elaboration and ensuring that all manufacturing application are created for instant enhancement of the products quality and quality of worker job according to ISO-9001.

**Senior cashier**

*September 2008 – September 2010*

*Open-end company “Oshschadbank” (clients service, crediting)*

* clients service according fee payments;
* pension delivery and pecuniary aid to inhabitants;
* registration and delivery of plastic cards;
* cash and cashless operations;
* conducting encashment of cash desk;

**Credit expert**

*March 2008 – September 2008*

*Home Credit Bank (consumer credit)*

* check of client personal information;
* issuance of credit and insurance documentation;
* credit status investigation according each credit case.

# Education: \_\_\_\_\_\_\_\_\_\_\_\_\_

*August 2003 –June 2008*

*The National Forestry and Wood-Technology University of Ukraine*

***Management of organization, Lviv***

* studied investment, innovative, strategic, ecologically-economical management of organizations;
* gained knowledge in the psychology of management; in study of conflict and cooperation; in corporative management and in study of economic risk;
* acknowledgment and use of ARM manager program;
* study and use of 1:C accounting program.

# Courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***GreenForest (***<https://greenforest.com.ua/>***)***

*Summer 2015*

English courses

***Lviv IT School (***[http://lits.ua](http://lits.ua/)***)***

*March 2015 – May 2015*

Software testing courses

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# Tools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Windows, Open Office, 1C: Accounting

Bug tracking systems (Jira)

# Languages:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ukrainian**  — Expert;

**Polish** — Only understand;

**English** — Intermediate.

# Recommendations: \_\_\_\_\_

# Ostapets Liubov, “Rosanpac” LLC, Head of service and control center.

phone.: +38 098 772 56 22, [l.semenuk@rosanpak.com](mailto:l.semenuk@rosanpak.com)

# Additional info: \_\_\_\_\_\_\_\_

Punctual, purposeful, sociable and resistant to stress situations.

Presence of the certificate of auditor competence.