

## Top Skills

English  
Analytical Skills  
IELTS

## Languages

English (Limited Working)  
Russian (Native or Bilingual)

## Certifications

IELTS  
Software Testing

HR assistant  
Poland

## Summary

A focus on results and a willingness to solve complex tasks will help achieve professional success.

I will be happy to join the team of specialists, gain experience and take part in the creation of high-quality software.

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## Experience

### JSC " Stroytrest №7"

Office Manager/HR assistant/Supply Engineer

October 2013 - June 2022 (8 years 9 months)

Минск, Республика Беларусь

- management of required recruitment;
- search for suitable candidates according to job requirements;
- ensuring timely formation and proper execution of the required documentation;
- operational control of timely preparation of daily requests for delivery of required materials to construction facilities;
- ensuring contractual arrangements with suppliers, agreement of delivery terms and conditions;
- management of delivery records and production process information.
- taking part in tenders;
- office maintenance, developing and executing routines to create productive and friendly office environment;

### Stormnet Technologies

Junior QA Engineer

August 2021 - October 2021 (3 months)

Минск, Республика Беларусь

- working with DataBase using SQL;
- smoke and functional testing web-, mobile app.;
- functional and usability testing online-store;
- writing test documentation (Check List, Test Cases, TRR);
- bug reporting;
- using Jira bug tracking systems;

- software Development Methodologies (Waterfall, Agile, Scrum);
- software development life cycle and defect life cycle;

### JSC «Unifud»

Specialist of the FTP service management Department

March 2013 - October 2013 (8 months)

Minsk, Belarus

- ensuring the planned indicators for the turnover of commodity groups;
- analysis of the volume and financial and economic condition of the branches and its performance results for submission to the General Director;
- cancellation of accounting documents for clear indicators;
- monitoring the availability and sale of high-demand goods to prevent their deficit;
- consulting economists on product groups of all branches;
- participation in the development and implementation of projects to promote goods to the market;
- Searching for distributors in Belarus, organizing deliveries from Russia through those companies, help them with logistic issues;

### OJSC «Minsk Tractor Works»

Personal Computer Operator

August 2011 - January 2013 (1 year 6 months)

Minsk, Belarus

- processing and entering information on a PC into a single database (most often the receipt, consumption of goods, reconciliation of invoices);
- ensuring the implementation of the computing process in accordance with the work programs;
- launch of a line of automatic equipment for the production of works;
- control over software and system software;

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## Education

International University "MITSO"

Bachelor's degree, Finance and Credit · (September 2011 - July 2016)

Branch «Vocational Technical College» of the educational establishment «Republican Institute of Professional Education»  
Insurance. Personal Computer operator · (September 2008 - June 2011)