

# Business Operations Specialist, Executive assistant, Project manager

## PROFILE

4+ years of experience as a result-driven Business Operation Specialist. Collaboration with cross-functional teams to achieve operational and service excellence.

## WORK EXPERIENCE

### OPERATIONS, WATCH PRODUCTION

FEARS WATCH COMPANY, BRISTOL, UK

September 2022 - November 2023

- Created and kept up to date detailed plans and schedules to complete every project according to the production calendar;
- Placed orders for dials, cases, movements, boxes and other watch related components and point of sale materials. Monitored the timely receipt of the orders;
- Placed of watch building orders. Monitored the timely receipt of the orders;
- Solved problems that arise during watch assembly in co-operation with the design department;
- QC'ed received watches, dials and hands, provide feedback to suppliers in case of any failures;
- Sourced suppliers and established good relationships with new and existing suppliers;
- Managed invoices: received, verified, ensured all invoices were submitted to the accounts department on time;
- Organised catering services for the events. Supervised the work of the catering company;
- Created and implemented an internship plan. Was an intern manager: trained and supervised interns. Trained new employees;
- Worked with the design and commercial departments.

### BUSINESS SUPPORT OPERATIONS SPECIALIST

ANCOR, INTERNATIONAL GROUP OF COMPANIES  
(STAFFING INDUSTRY), KYIV , UKRAINE

July 2019 - July 2022

- Worked with enquiries, prepared Commercial Offers for clients, prepared and conducted service contracts and other accompanying documents with clients;
- Prepared presentations for clients describing the range of services/each specific service as requested;
- Prepared sales reports on a monthly, quarterly basis;
- Prepared documentation for audits;
- Translated documents, reports from/to English;
- Conducted good relationships with potential and actual customers of the company;
- Managed tender processes;
- Participated in company procurement/market analysis of potential suppliers.

## SKILLS

- Analytical mindset
- Communication skills
- Organizational and planning skills
- Administrative skills
- Computer skills, confident user of MS Office: Word, Excel, Power Point, MS Teams, Outlook, SharePoint.
- Experience with narrow-profile CRM systems and programs
- Driving licence category B

## EDUCATION

### Master of Psychology

Kyiv National University named after  
T. Shevchenko

September 2012 - June 2018