



ANASTASIIA NAVROTSKA



London, UK
Date of Birth: 18.05.1989
Age: 32
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Work experience 10 years

"I appreciate in people honor and a sense of humor".
I am from Ukraine and moved to London when the war started in my country. I really want to start a new life in this amazing country.

EDUCATION

1995 – 2006

Physical-mathematical Gymnasium № 17 in Vinnitsa
<https://www.pmg17.vn.ua/>

2006 – 2010

Vinnitsia State Pedagogical University
Teacher of Russian language and foreign literature (Bachelor)

2010 – 2011
(First degree)

National Pedagogical Dragomanov University
Institute of Foreign Languages (Master).
Interpreter Russian / English
<http://www.npu.edu.ua/ua/>

2013 – 2015
(Second degree)

National Aviation University (NAU)
Institute of Economics and Business. Accounting and Auditing. Extramural studies, second degree.
<http://nau.edu.ua/>

WORK

December 2020 – February 2022 (1 year 4 months)

JSC CB "PrivatBank"

Personal Assistant to the Head of the Business Banking

- Effective diary management, assessing priority of appointments and reallocation as necessary
- To coordinate meetings as well as travel and accommodation needs for the Managing Director
- Sorting, distributing and responding or drafting responses to emails/mail in a timely and efficient manner as directed by the Managing Director
- Preparation of paperwork for meetings for the Managing Director and his team.
- Processing expense claims
- Organizing conference calls, Video Conferences as well as other events as required
- To act as an enabler for Video/Audio Conference technology for the wider PrivatBank community, sorting out issues and raising service requests as required.
- Providing administrative support (printing documents, arranging for timely production of reprographics and raising purchase orders etc.).
- Providing support with the recruitment process, including recruitment of senior executives
- Meeting and greeting guests on behalf of the Managing Director and the wider team
- Assisting the HR team in organizing corporate inductions for new starters
- Organizing away day and social events on behalf of our Team
- Drafting updates, blogs, reports and papers on behalf of the Managing Director
- Assisting with the bonus scheme (producing letters and drafting communications for the intranet)
- Assisting with the engagement survey

October 2020 – November 2020
(2 months)

Hillmont Partners (Law Firm, Head Office in London, UK)

Billing Manager

Managing customers IP telecom accounts: charging, balance control, top up, credits
Work with invoices bookkeeping
Collecting debts on customers' accounts
Control prices on virtual telephone numbers trading
Reporting
Clients support on all billing issues (calls, emailing)
www.hillmont.com

<p>June 2020 – September 2020 (4 months)</p>	<p>Evident Media Personal Assistant</p> <ul style="list-style-type: none"> - Planning and coordinating the director's working schedule - Timely processing and distribution of all incoming information and documents, business correspondence; extensive translation - Preparation and organization of business trips and meetings - Participation in solving organizational personal issues; administrative support. <p>https://evidentmedia.com.ua/</p>
<p>EXPERIENS August 2019 – February 2020 (7 months)</p> <p>October 2018 – July 2019 (10 months)</p>	<p>PricewaterhouseCoopers (PwC Ukraine) Billing Specialist of Tax and Legal Services (promoted)</p> <ul style="list-style-type: none"> - Invoices - Acts of completion - Supplementary agreements - Contracts <p>PricewaterhouseCoopers (PwC Ukraine) (International company offering consulting and auditing services) Personal Assistant of CEO and of Tax and Legal Services</p> <ul style="list-style-type: none"> - Providing functional and administrative assistance to the Business Executive - Officer and to the department - Facilitating departmental communication, reporting and key meetings - Facilitating and coordinating organization of departmental events - Preparing and controlling documents flow for invoices payment - Participating in development and organization of special marketing actions - Helping Business Executive Officer and team members in daily work on their request. <p>https://www.pwc.com/</p>
<p>January 2018 – September 2018 (9 months)</p>	<p>SERVIER Ukraine (French pharmaceutical company) Sales Force Assistant Internal Medicine Business Unit</p> <ul style="list-style-type: none"> - Controlled logistics of medical representatives - Formed and guided the agreements and certificates, all financial accounts - Organized of internal conferences, meetings - Worked with doctors and medical representatives - Solved questions with suppliers - Written translations - Assisted of Sales Manager - Planned of Sales Manager's working day, business trips. <p>http://servier.ua/ukr/</p>
<p>February 2017 – December 2017 (1 year)</p>	<p>Arterium Corporation (Ukrainian pharmaceutical company) Procurement specialist Logistics and Purchasing Department Key responsibilities:</p> <ul style="list-style-type: none"> - Search for suppliers and manufacturers of required products; - Communication with customers; - Preparation of the necessary information and a package of documents for conducting tenders; - Conduct negotiations with suppliers; - Organizes and participates in conducting tender offers, analyzes offers; - Analyzes previous purchases; - Responsible for the procurement of the necessary items (technical and material values); - Work with primary documentation. <p><u>Tasks for every day:</u></p> <ul style="list-style-type: none"> - Analysis and placement of orders for suppliers - Control of deviations (reason and return to the supplier) - Providing information on the balances of the planning department for production - Confirmation of payment and tracking until payment to the supplier - Approval of contractual documents in the system - Monitoring of delivery time, correction in the system (actualization of data for a working day 100%)

<p>April 2015 – January 2017 (1 year 10 months)</p>	<p>PJSC "Kyivmedpreparat" Atrerium Corporation Personal Assistant of CEO and CFO</p> <ul style="list-style-type: none"> - Daily assistance and full administrative support to CEO - Planning and scheduling CEO's business day - provide full administrative support to Country Office -consultants and key staff - Manage inside meetings and keep conference rooms schedules - Assistance in business trips organization and logistics - Meet and greet visitors and clients - Manage incoming phone calls - Manage incoming & outgoing correspondence - Booking hotels, tickets, taxi, meals for meetings - Order and manage stationery and office purchases courier and mail services - Data analysis and assistance in the preparation of reports/presentations - Provide support for business trips <p>http://www.arterium.ua/en</p>
<p>March 2012 – September 2013 (1 year 7 months)</p>	<p>Eney Company Ltd (Advertising and souvenir company) Personal Assistant of CEO</p> <ul style="list-style-type: none"> - Reception / distribution of incoming / outgoing calls, correspondence - Maintaining general office work: business, accounting and sending mail and email correspondence management - HR administration - Work with the primary accounting documents - Preparation and accounting agreements with clients - Accountant's assistant <p>http://www.enedy.eu/</p>
<p>Professional skills</p>	<p>Languages: English – Upper Intermediate Russian – Native speaker Ukrainian – Native speaker</p> <p>Dedication, responsibility, flexible Ability to learn fast, proactiveness Punctual, attentive to details Able to work overtime and under pressure</p>
<p>Hobby</p>	<p>Being engaged in classical ballet graduated from the school of arts in painting graduated from the music school in piano read books in their classic form in order to feeling smell the book, hold in my hands I love what I do, and I do it well.</p>