

CV summary:



A Latvian woman, currently living in Asia, experienced in analytical work with company's production realization data, is looking for off-site work.

Preferences:

Industry: Consumer discretionary
 Occupation: Business and administration professionals
 Preferred countries: India, Latvia.
 Desirable salary: 5000 € / Year
 Business trips: As per agreement
 Ready to start the work: In 30 days
 Additional requirements: Country of employer is not of an essential importance.
 Salary is negotiable depending on working conditions and hours.

Personal information:

Personal data will become visible to you only if you send the job offer to the applicant and he/she accepts your job offer.

Home address: India, Bangalore, 560043
 Citizenship: Latvia
 Nationality: Latvian
 Birth date: 10-Jan-1977
 Sex: Female
 Marital status: Married
 Children: Yes

Job experience:

Date of beginning / finish: 1-Dec-2004 - 27-May-2005
 Country: India / Pune
 Industry: Airlines
 Occupation: Travel consultants and clerks
 Responsibility and achievements: POSITION - Customer Care Associate.
 RESPONSIBILITIES - handling incoming calls of United Airlines customers.

Date of beginning / finish: 2-Jul-2001 - 31-Aug-2004
 Country: Latvia / Jelgava
 Industry: Energy equipment & services
 Occupation: Business and administration professionals
 Responsibility and achievements: POSITION - Engineer-analyst at Realization department.
 RESPONSIBILITIES - summarizing information and analysing work results of the company, projection of realization, assistance to department head in daily administration and office-work, updating the information on databases.

Date of beginning / finish: 3-Jul-2000 - 30-Jun-2001
 Country: Latvia / Jelgava
 Industry: Energy equipment & services
 Occupation: Accounting associate professionals
 Responsibility and achievements: POSITION - Accountant.
 RESPONSIBILITIES - following up with clients on the phone, summarizing information, verifying the data, updating databases.

Education and courses:

Date of beginning / finish: 1-Sep-1996 - 30-Jun-2000
Educational establishment: Latvia University of Agriculture, Faculty of Economics
Country: Latvia, Jelgava
Speciality: Business and administration professionals
Education level: Bachelor
Education form: Day classes
Status: Graduated

Date of beginning / finish: 1-Sep-1993 - 30-Jun-1996
Educational establishment: Grammar School of Nordic Languages
Country: Latvia, Riga
Education level: Secondary education
Education form: Day classes
Status: Graduated

Language skills:

Skills:	Understand a speech	Understand reading	Carry on dialogue	Make a speech	Writing skills
Latvian:					
English:					
Training of American English voice and accent at Wipro BPO preparing for the position of Customer Care Associate, practice - handling United Airlines customer care calls.					
Russian:					
Swedish:					
German:					

Skills and competences:

Social skills: Experience working in international environment.
Organization skills: Experience organizing sports and leisure festival of a company, being responsible for children's activities.
Computer skills: MS Office, Internet Explorer, Mozilla Firefox - practical user.
Adobe Photoshop - beginner.
Average typing speed - 40-45 words per minute (3 characters per second).
Personal skills: Creative, flexible, disciplined, determined, result-driven, optimistic.
Driving license: B
Other: Experience in freelance work in written translation (Latvian - English - Latvian).