



AKBASHEVA ALEXANDRA

Greece, Athens

Date of birth: 27. 06. 1981

Marital Status: Married

Children: 1 child

Phone: +30 6908499082

Objective: Apply my skills as a secretary / administrator

Work experience:

31.05.2023 – – 08.09.2022	“Teleperformance Greece” / https://jobsteleperformance.com
05.10.2018 – – 08.11.2017	School № 51 Arkhangelsk Teacher of English
17.06.2017 – – 01.09.2016	City Gymnasium № 6 Arkhangelsk / https://gym6.ru Teacher of English
31.08.2016 – – 17.09.2012	City School № 50 Arkhangelsk Teacher of English
26.10.2010 – – 11.05.2010	“Home Credit Bank Ltd.” Arkhangelsk / https://home.bank Bank teller at operational department
07.05.2010 – – 01.02.2010	Estate Agency “Troitskyi Dom” / http://www.3dom.ru Real Estate Agent
30.12.2009 – – 12.10.2009	City School № 52 Arkhangelsk Teacher of English
03.10.2008 – – 13.12.2005	“Russian Standart Bank” Ltd. Arkhangelsk / https://www.rsb.ru Sales Manager / 1 st Class Customer service Manager.

Education:

“The Northern Arctic Federal University” Arkhangelsk / <https://narfu.ru>
“The Faculty of Foreign Languages”
Degree in Linguistics and Foreign Languages teaching (English/French)

Professional Qualities: Responsible, accurate, sociable, able to work under pressure, attentive on dealing with documents, ready to get new work experience and further education, friendly

Skills: PC User (Windows, Excell, Word, Internet).
Foreign Languages: English, French (advanced level), learn Greek.

Additional information: Currency sertificate; Sertificates in the Educational field; Foreign Passport; Driving license (since 1999); No bad habits.