

# Marketing & PR



**Ilnur Maksyutov**

Предпочитаемая страна:	Чехия
Зарплата:	От 500 EUR
Направление деятельности	Маркетинг, реклама, пр
Тип работы	Полная занятость
Готов к переезду	Да

## Описание резюме

.

## Опыт работы

01.09.2017 – 01.11.2017

**BD Electronics**  
**American Sales Executive**

- Maintained accurate records of all sales and prospective activities
- Gathered order information and submitted detailed information to purchasing department
- Gained a complete understanding of quotes and pricing
- Developed technical selling skills

01.11.2017 – 01.03.2018

**BD Electronics**  
**Human Resources Assistant Manager**

- Supporting daily HR activities and assisting in coordinating HR policies and processes
- Building and maintaining database of candidates
- Advertising internship opportunities on job portals and career centers
- Planning and conducting interviews with candidates
- Developing and updating job descriptions
- Designing and implementing overall recruiting strategy

01.01.2013 – 01.06.2013

**Radisson Blu Hotel Shanghai New World**  
**Food & Beverage Management Trainee**

- Responsible for holding one of the sections at the restaurant
- Managed a variety of customer inquiries and complains
- Developed good communication skills due to the everyday interactions with guests