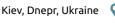


Helen Bondarenko

Company Representative

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+38 096 184 8574



Management and sales expert in international communications. Able to make quick decisions and adapt to new situations, autonomous, creative and team minded, sense of initiative.

WORK EXPERIENCE

Sales Manager Aofei Building Materials

08/2018 - Present

- Achievements/Tasks
- Client prospects and management with regular reports to CEO.
- Market research in the natural stone sector in the China-Europe market.
- Follow up on the sales process.

Chief Representative Assistant International Turkish Marble Company

06/2017 - 07/2018

- Achievements/Tasks
- Organising Business Trips for senior management.
- Research and organisation of Stone fairs.
- Documentation writing (research reports, meeting contact reports).

Personal buyer in Guangzhou Self-employeed

05/2016 - 09/2016

- Achievements/Tasks
- Search for the goods in fabrics of Guangzhou.
- Quality control.
- Logistics control.

Area Sales Manager

Dniplaks

01/2012 - 07/2015

Dnepropetrovsk, Ukraine

- Achievements/Tasks
- Search for new customers.
- Order processing.
- Company clients consultation about products.

EDUCATION

Master of Law (Post Graduate)

Xiamen University (China)

Bachelor in Phililogy

Dnepropetrovsk National University (Ukraine)

COMPUTER SKILLS

Microsoft Office Suit

Keynote

Socialarcs

Photoshop

Google docs

Google Keyword

ACHIEVEMENTS

HSK 5 (2016)

Able to write, read, speak Chinese

IELTS (2017)

Able to write, read, speak English

Masters degree obtained in China (2017 – 2019)

Great in international communications

LANGUAGES

English	\bullet \bullet \bullet \bullet
Chinese	\bullet \bullet \bullet \bullet
Russian	• • • • •
Ukrainian	\bullet \bullet \bullet \bullet
French	\bullet \bullet \circ \circ