



Helen Bondarenko

Company Representative

bondarenko.helen2904@gmail.com

+38 096 184 8574

Kiev, Dnepr, Ukraine

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-employed

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.

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					
Chinese					
Russian					
Ukrainian					
French					

EDUCATION

Master of Law (Post Graduate)

Xiamen University (China)

Bachelor in Philology

Dnepropetrovsk National University (Ukraine)