

Marina
Balkandzhieva
Staff Assistant

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Gen. Kartsov 68
Karlovo, 4300
Bulgaria

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Skills

Written Communication, Editing, Proofreading, Business Writing,
Business Communication, Word Processing, Data Entry, Office Duties

Problem Sensitivity, Adaptability, Quick Thinking, Life Skills, Social Skills,
Detail Oriented

Microsoft Office, Language Skills

Experience

FastKlean / Office Assistant

Oct. 2019- PRESENT, UK

Responding to customer enquiries;
Acknowledging and resolving customer complaints;
Processing orders, forms, applications and requests;
Communicating and coordinating with colleagues;
Communicating with customers through various channels;
Update internal databases;
Assist and support marketing personnel;

SPS Komerse / Forwarder

MAR 2016 -FEB 2019, BG

Organising the shipment of goods;
Negotiating terms with clients, making payments;
Monitoring and communicating real-time shipment status;
Calculate weight, volume, or cost of goods to be moved;
Select shipment routes based on the nature of goods shipped, transit
times or security needs;

TheRealEstate London / Rea Estate Agent

JAN 2015 - DEC 2015, UK

Determining client's needs and financial abilities to propose solutions
that suit them;

Preparing comparative market analysis to estimate properties' values;

Preparing necessary paperwork;

Promote sales through advertisements, open houses and listing services;

Maintain and update listings with available properties;

Education

HristoProdanov / High School

SEPT 2000 - MAY 2014, BG