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| **Yevhenii Kistanov****Date of Birth:         January 18, 1986****Civil status:             married****e-mail: lxnovak@gmail.com****Telephone numbers:  +38(066)7100656****Address:    Hordiiuk str,31/76, Lutsk, 43000** |
| ***Education:*** | ***Kiev International University, Romane Philology Faculty, English & German languages******Bachelor's Degree******Kiev*** |
| ***Foreign Languages:*** | ***Ukrainian, Russian – Mother languages*** ***English – upper-intermediate level, fluent speaking,   satisfactory writing******German – fluent oral, good writing (using vocabulary)*** |
| ***Computer:*** | ***Word, Excel, Internet, Outlook Express*** |
| ***Employment history*** | ***January 2006 – December 2010******Project “Venom” at QUZ Plant*** ***Kiev, Ukraine******Office Manager (Accountant Assistant), secretary**** ***Documentation and correspondence database maintenance***
* ***Local staff management***
* ***Partial cost controlling***
* ***Preparation of Financial Reports to the Consortium***
* ***Translation***
* ***Administrative duties***
* ***Organization of business trips and meetings arrangements***
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| ***Personal:*** | ***hardworking, result-oriented, easy-going, friendly, sociable and time management skills, initiative*** |