

PERSONAL INFORMATION

Verbitki Alexei

Sex Male | Nationality Moldova

JOB APPLIED FOR

Business analyst

WORK EXPERIENCE

11/2016–Present

Business analyst

S&T IT Services SRL (Former - Bass Systems), Chisinau (Moldova)

- Implementing large scale government IT projects with a tendency to follow the PMI Business Process guidelines
- Working tightly with the Development team to plan the project's architecture to meet the client's requirements
- Assisting the Dev team by developing modules in Angular 6 and Java

05/2015–11/2016

Quality Assurance engineer

TD Ameritrade, Chisinau (Moldova)

QA Engineer working on Online Leverage Account opening. Experienced at End to End testing and Creating tests in an automated format that cover Front end and Middleware scenarios. Worked on projects like implementing SEC Money Market Reform changes in the existing account opening flow.

Testing Responsibilities:

- Requirements analysis
- Business Process analysis
- Helping Developers identify potential User experience flaws
- Identifying discrepancy's in documentation and actual real world experience
- Test Case and Test Set Creation
- Test Plan execution and analysis
- Defects reporting
- Business Correspondence
- Meetings attendance
- Reporting

02/2014–01/2015

Personal assistant

NGO, Chisinau (Moldova)

- Resource management and maintenance
- Drafting and controlling the executions of budgets and plans
- Organizing public events
- Organizing discreet meetings
- Private information handling
- Helping with the elections campaign: organizing meetings with the electorate, public appearances and speeches, advertisement campaign handling
- Controlling the activity and effectiveness of the main office staff.

04/2013–02/2014

General Director

IPE Visionnaire Chisinau, Chisinau (Moldova)

- Drafting and negotiating contracts with clients, investors and manufacturers
- Organizing public relations events
- Budget drafting
- Import management
- Maintaining the Showroom

03/2009–04/2013

Director's personal assistant

F&S Internatiozionale – M, Chisinau (Moldova)

- Negotiations with European Manufacturers
- Managing the import process
- Personal translator duties
- Travelling with the Director on all business trips and expositions
- Representing the company on international exhibitions

05/2012–04/2013

Travel Agent

ITN Internation Travel Network, Chisinau (Moldova)

- Drafting and negotiating contracts with clients, investors and manufacturers
- Organizing public relations events
- Budget drafting
- Import management
- Maintaining the Showroom

03/2008–09/2008

Assistant manager

MeInCom SRL, Chisinau (Moldova)

- Negotiations with the retailers and smaller clients
- Making and preparing orders for retailers
- Research into lowering the company's expenses

EDUCATION AND TRAINING

01/09/2009–01/08/2011

Bachelor of Business and Management

Academy of Economic Studies of Moldova, Chisinau (Moldova)

EQF level 6

01/09/1997–01/07/2009

Lyceum A. Russo, Chisinau (Moldova)

Average grade of 9,03

26/11/2016–29/11/2016

PMI boot camp certificate

CEED, Chisinau (Moldova)

PMI boot camp - a 4 full day intensive project management course / workshop

13/05/2017–14/05/2017

PMI exam prep certificate

Exello, Chisinau (Moldova)

A 2 full day PMI exam prep intensive course

PERSONAL SKILLS

Mother tongue(s) Russian

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | C1 | C1 | C1 | C1 | B2 |
| Romanian | B1 | B1 | B1 | B1 | B1 |
| French | A2 | A2 | A2 | A2 | A2 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Team work: I have undergone teamwork and debate training in the British embassy's summer school for Young Leaders. Also I have had a lot of team work experience varying from team based work at ITN travel agency, university projects to karate national and international championships.
- Public appearance: I have participated in many public events during my travels abroad while working as a translator and personal assistant for my boss at a furniture importing company. I had many public speeches and discussions during my University years, including participations in Olympiads and competitions. As a political party leader assistant I was constantly conducting numerous meetings.
- Intercultural skills: I am experienced in working in a European dimension. I had numerous business trips to Europe as well as living 4 months in Nice and Geneva for language and culture study.

Organisational / managerial skills

- While working as the Director's assistant I was in charge of the organizing the whole process of importing goods
- As the Director of "IPE VISIONNAIRE CHISINAU" I organized the work of the Moldavian Branch of a International Furniture company.
- Whilst working as a political party leader's assistant I organized the work of the whole main office as well as organizing public events

Job-related skills

- Very fast learning
- Ambitious
- Stress resistant and ready to work overtime
- Responsible
- Patient with clients and colleagues
- Mentoring skills (experience in conducting trainings with highly unwilling to learn clients)

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Digital skills

| SELF-ASSESSMENT | | | | |
|------------------------|-----------------|------------------|------------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem-solving |
| Proficient user | Proficient user | Independent user | Basic user | Proficient user |

Digital skills - Self-assessment grid

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