



# Verkhovtseva Anastasia

Female, 24 years, born on 1 October 1993

██████████  
██████████ — preferred means of communication

Reside in: Moscow  
Citizenship: Russia, work permit at: Russia  
Ready to relocate, ready for business trips

## Work experience — 3 years 8 months

September 2015 —  
till now  
2 years 4 months

### Винная компания Каудаль (Caudal wine company)

Moscow, [www.winedom.ru](http://www.winedom.ru)

#### Import and brand manager

Work with producers of alcoholic beverages (mainly wine): business correspondence, purchase of wine, dealing with all work issues (claims, free product, etc.), conducting of negotiations (working conditions, sales). Preparation of sales and purchases statistics, forecasts. Creation of brand plans, which include analysis of competitors on the Russian market and the market in general. Clients' support during business trips. Participation in exhibitions.

March 2015 — May  
2015  
3 months

### Indesit Company

Russia, [www.indesitcompany.com](http://www.indesitcompany.com)

#### Trainee

Putting of documents in corporate database. Work with payment transactions from banks. Reassessment of cash proceeds in rubles / euros and euros / rubles. Canceling of credit blocks from shipments.

February 2014 —  
September 2014  
8 months

### МЕЖДУНАРОДНЫЙ ФИНАНСОВЫЙ КЛУБ, ОАО АКБ (МФК Bank)

Moscow, [www.mfk-bank.ru](http://www.mfk-bank.ru)

#### Assistant of corporate business and finance department

Preparing of presentations; data collection upon request of the members of the team, making of summary tables.  
Use of office equipment, record keeping, putting of the documents in corporate database.  
Booking of hotels and tickets, organisation of transport support.

February 2013 —  
June 2013  
5 months

### АЛРУД (ALRUD – Law firm)

Moscow, [www.alrud.ru](http://www.alrud.ru)

#### Secretary

Coordination of incoming calls. Organization of audio- and teleconferences. Booking of the hotels and tickets. Meeting of the clients, assistance during negotiations and conferences.

## Education

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### Master

2017

#### **Academy of Foreign Trade of the Ministry of Economic Development and Trade of the Russian Federation, Moscow**

Faculty of international economy, International Economy

2015

#### **Academy of Foreign Trade of the Ministry of Economic Development and Trade of the Russian Federation, Moscow**

Faculty of international economy, International Economy

## Professional development, courses

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2014

#### **Diplôme de français professionnel - Affaires B2**

CCI Paris, Business français

2012

#### **Formation Linguistique FLE**

Le CF2M, Centre Formation Montjoye Méditerranée de Nice, Français

## Key skills

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### Languages

Russian — native

English — I am a fluent speaker

French — I can attend an interview

### Skills

**Negotiation skills** **MS Outlook** **Time management** **Analytical skills**

## Additional information

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### About me

Well developed negotiating skills

Fast learner who focuses on results

Punctuality

Able to work under pressure. Have good skills in time management

Competence in Microsoft Office (Word, Excel, Outlook), 1C

Creative