

# Olga Dimova

Digital Marketing Specialist



Kyiv



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LinkedIn



Website

## Education

Donetsk State University  
of management

**Master**  
Management

## Courses, trainings, certificates

GeniusMarketing

start date 06/2019  
(period 3 months)

**Specialist** (*in the implementation phase*)

Digital marketing

CyberBionic Systematics

04/2019 - 05/2019

**Junior**

JavaScript

Web-academy

01/2019 - 04/2019

**Junior**

Front-end Web Development

IQcenter

2018 - 2019

**Upper-intermediate**

English course

## Work Experience

Element Alpha SA  
(Energy and Fuel)

02/2018 - 04/2019

### **Logistic Consultant**

- participation in full-scale launch of the Ukrainian office;
- managing of payments, cash deposits;
- controlling of due dates, credit capacity, open account available balance, insurance expiry date;
- controlling of Open Account deals and deals under Letter of Credit;
- Letter of Credit creating;
- design and creating daily/weekly/monthly operation reporting;
- creating refunds and offsets of paid amount;
- cargo storage costs calculations;
- urgent support for trade finance department;
- trader's requests treatment;

## Groupe SEB Ukraine (Retail)

08/2017 - 02/2018

## Unilever Ukraine (FMCG)

02/2012 - 09/2015

## DANONE Ukraine (FMCG)

08/2010 - 02/2012

- coordinating shipment;
- loading discharge;
- credit exposure reporting;
- calculation of financing and insurance costs;
- import/export contract preparation;
- control and accounting of accompanying documents;
- market research;
- gathering information for new business projects;
- preparing calculation for new future business of recycling used tyres in Ukraine.

### Customer service specialist

- creating invoices for import;
- creating procedure for work with different customers and for specific CS processes;
- participating in improvement and optimization business processes;
- involving in the training of new employees CS.

### Senior key account administrator

- processing orders from customers;
- verifying and billing for transport services;
- making and distributing regular reports with high quality;
- timely check in prices, random check for currently SKUs, mandatory check for new SKUs and new key account;
- implementing new customers;
- solving problems with customers.

### Customer service specialist

- processing orders from customers;
- communication with warehouse; partnership with charitable;
- creating request to sales department; work in comarch EDI.

## Skills:

### → digital marketing

Google Analytics

SEO

### → web development

HTML5

CSS3

JavaScript

GitHub

### → creativity

sketching

poetize

### → organization systems and tools

SAP

EDI

ERP system

collaboration software

## Language Skills

English

upper intermediate

Ukrainian

fluent

Russian

native