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Gyvenimo aprašymas (CV)

Norėdami matyti vardą ir pavardę, turite
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Kokio darbo ieškau? Mano teigiamos savybės

Dynamic and detail-oriented professional with over 14 years of experience in program management, particularly in public health initiatives such as the Polio Eradication Program. Proficient in executing procedural, administrative, and operational tasks to support the effective delivery of country programs in compliance with organizational regulations. Expert in facilitating contract processing for consultants and vendors, ensuring thorough documentation, and maintaining up-to-date vendor lists. Adept at managing invoices and financial records through systems, alongside monitoring project implementation and expenditures. Skilled in organizing administrative supplies, maintaining office calendars, and coordinating meetings to optimize team collaboration. Experienced in providing travel assistance, ensuring compliance with organizational policies while securing the best service and prices. Demonstrated ability to prepare comprehensive records for program planning, engage in capacity development activities, and manage logistical arrangements for meetings and conferences. Committed to delivering results and fostering an efficient working environment.

Pageidaujamas darbas Administratoriai

Pageidaujama darbo vieta Lietuva

Kontaktai ir pagrindinė informacija apie mane

Gimimo data 1987-05-01 (38 m.)

Lytis Vyras

Telefono numeris *Norėdami matyti kontaktus, turite*
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