



**Milena
Margina**


CONTACT

Nationality: Bulgarian

Gender: Female

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WORK EXPERIENCE

SEP 2020 - CURRENT - Nicosia, Cyprus

Preparation and Scan operator

Iron Mountain Inc.

Provide logistic, preparing, and scanning financial bank documents in the Preparation and Scanning Department.

22 JAN 2020 - 28 FEB 2020 - Nicosia, Cyprus

Account Manager Trainee

Forex Traiding Company

1 JAN 2020 - 20 JAN 2020 - Nicosia, Cyprus

Sales processor

NIPD Genetic Company

Saling genetic tests for Eastern Europe.

1 JUN 2019 - NOV 2019 - Ayia Napa, Cyprus

Guest Relations Manager and Receptionist

Tofini Hotel

10 MAY 2011 - 11 NOV 2018 - Protaras, Ayia Napa, Cyprus

Shop manager

Venezia Oro Diamond Gallery N&L

Managing all Sales Shops, providing staff training, stock delivery, and takings. Making presentations and providing communications with suppliers and manufacturers of our products (Gold and Diamonds jewellery).

10 APR 1998 - 30 OCT 2010

Duty-free shop Manager and guests relations Manager in cruisiers shiping companies Royal Caribbean, and MSC

Thompson dutyfree 7 seas, USA, Italy, Mexico, Carribbean sea and Mediterranean (All over the World)

Managing duty-free shops and staff training. Communications with port and suppliers authority.

1 JAN 1992 - 1 DEC 1998 - Varna, Bulgaria

Dealer and Office Manager in Real estate developer Company

Artinvest Ltd.

Dealing with properties bay - sale and rent. Ensuring legal assistance in full procedure around deals with properties, incl. providing all building documentation needed.

1 SEP 1988 - 30 JUN 1991 - Varna, Bulgaria

Art teacher

School for kids with special needs

A special educational arts program for teaching and supporting kids with difficulties learning and concentration (autists).

EDUCATION AND TRAINING

1 SEP 1992 – 9 AUG 1997 – Varna, Bulgaria

Bachelor of Law

Bulgarian University, Faculty of Law, Varna (Bulgaria)

1 SEP 1984 – 20 MAY 1988 – Shumen, Bulgaria

Art teacher

University of Shumen (Bulgaria)

1 SEP 1980 – 30 MAY 1984 – Varna, Bulgaria

English and Russian Language

Vth Language's College

LANGUAGE SKILLS

MOTHER TONGUE(S): Bulgarian / Russian

OTHER LANGUAGE(S): English / German / Italian

COMMUNICATION AND INTERPERSONAL SKILLS

Excellent communication skills

Experience in dealing with multi-nationality customers. I have excellent managing skills gained as manager of more than 10 staff employees. Highly motivated for excellent results.

Excellent organizing and managing skills

I have a wide range of experience in organizing and managing shops and business offices. I have experience in controlling and training employees, as well as I, have provided supporting business procedures.

Digital skills

I possess computer skills at a very good level. I am working with financial and booking programs as Figaro and Amadeus, with Programs for shipping and booking (air tickets). I have skills for working with online trading platforms. I can provide booking payments and documentation support.

DIGITAL SKILLS

Figaro / Amadeos / Microsoft office(WordExcel Powerpoint Outlook) / Written and Verbal skills / Video Conferencing (Zoom Skype Google Hangout) / Motivated / Critical thinking / Responsibility / Good listener and communicator / Organizational and planning skills / Decision-making / Internet user / Analytical skills / Creativity