



Marta Koniushenko

administrative supervisor

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Languages

English (Work Proficiency)

Russian (Fluent)

Ukrainian (Fluent)

About

Friendly, responsible and purposeful. I set goals to get a good result. I quickly learn and adapt to new processes. Sociable.

When I set goals in life, I work hard to get a good result.

A positive person who will support and give advice.

I have an analytical and flexible approach to teamwork.

Management e.g., to maximize sales and profits with significant experience and focus: matrix working skills for organizational efficiencies; planning and developing strategies e.g., on merchandising; sales analysis, customer reaction and market trends to predict needs; and monitoring and optimizing processes and inventories.

BRANDS WORKED WITH

Philip Morris

Philip Morris and Idea Bank Information Centre

two clothing stores PAPAYA

Ukrainian clothing brand VOVK

Experience

● Stores Director

two clothing stores PAPAYA | Feb 2021 - Mar 2022

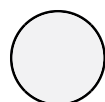
- Financial performance and metrics e.g., monitoring sales and quality of customer service.
- Compliance e.g., cash discipline, internal regulations and company standards; work regards the Accounting program.
- Analysis, planning, and control of operational processes.
- Personnel management - adaptation, motivation, task setting, scheduling of working hours.
- Inventory management, maintaining processes and documentation, reports compilation.
- Analysis of sales reporting and, accordingly displaying goods on the trade floor.

Improving the work of the network, conducting an inventory on a monthly basis, adjusting and training employees to work with clients. Increase store sales by 30% by analyzing sales reports and dosort sizes. Working with the team on a weekly basis results in sales and adjustment work, for a good result.

● Studio Administrator

Ukrainian clothing brand VOVK | May 2020 - Dec 2020

- Store management, including training and organization of staff.
- Achievement of planned success indicators, including sales analytics.
- Adherence to the developed work standards.
- Monitoring the implementation of stylists responsibility.
- Financial payments management, including cash calculations, issuance of wages.
- Work in 1C program.
- Participation in active sales - working with customers on the trade floor.
- Formation of rotation of clothing models and sizes between the chain stores. Creating an assortment for sale on the basis of a weekly, monthly report on store sales.
- Social media community and content creation.
- Organization and conduct of inventory, including receipt of goods.



● Supervisor

Philip Morris | Apr 2017 - Apr 2020

- Training and adaptation of staff, and control and organisation of team work.
- Checking the work of consultants, knowledge of brand information and the use of information with customers.
- Team work schedule and preparation of annual work schedules for

outlets.

- Consolidation and maintenance of weekly reporting (implementation of targets).
- Individual work with customers at retail outlets, identifying customer needs and offering comprehensive solutions to implement sales plans.
- Maintaining financial statements.

● **Consultant**

Philip Morris and Idea Bank Information Centre | Apr 2014 - Mar 2017

- Individual consultation with clients, counselling, work with objections.
- Fulfilment of set goals.
- Sale of bank services to customers.

● **Chairman of the PEC**

| Apr 2019

- Organising work, convening and holding meetings.
- Distribution of responsibilities among PEC members.
- Monitoring the observance and uniform application of election legislation
- Receipt, compilation and provision of voter lists.
- Organisation of voting at the polling station, and counting of votes.

Education & Training

2012 - 2017

● **Ukraine, Ivano-Frankivsk, National Technical University of Oil and Gas**

"Accounting and Auditing", Bachelor. "Accounting and Taxation", Master.,