

Rita Bogdanovic

Vilnius

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Willing to relocate: Anywhere

Work Experience

Assistant Manager

Grosvenor Cleaning Services-Dublin, County Dublin

June 2023 to February 2026

General management duties

Administrator

Collen construction-Monaghan, County Monaghan

October 2022 to March 2023

General administration duties invoices, VAT, answering the calls emailing etc.

Supervisor

Omniplex Cinema-Monaghan, County Monaghan

January 2022 to August 2022

Managing workflow training new hires creating and managing team schedule reporting to HR and senior management evaluating performance and providing feedback helping to resolve employee issue and disputes

Appointment scheduling representative

Relate care-Dublin, County Dublin

October 2020 to October 2021

Receive incoming calls and place calls evaluate physicians schedule to organise appointments schedule appointments Throat has referrals before scheduling new appointment update and organise medical records perform administrative task as needed

Self Employed

Cleaning service-Warrington

January 2012 to June 2021

Planning and strategy finance and accounting compliance and legal marketing and sales customer service

Customer Service

Carphone warehouse logistics-Warrington

September 2019 to September 2020

Help customers with complaints and questions give customers information about product and service take orders and processed returns

Store Manager

Home Bargains-Warrington

February 2017 to February 2019

Achieving sales targets and boosting profits reporting to an area manager interviewing recruiting and training of new employees managing the store budget overseeing the staff Roster making sure that there is adequate stock handling order etc.

Recruitment Consultant

Bridge Contract Services-Manchester

January 2016 to January 2017

Future hiring needs, designing job description, sourcing candidates, filling the paper work

Production Line Operator

Safeway-Warrington

January 2013 to November 2015

Order picking packing line production

Care Assistant

Mayfield house-Warrington

April 2010 to January 2013

Care assistant in care home

Education

general school

vilnius

September 1993 to July 2003

Skills

- Time management
- Microsoft Excel
- Sales
- Microsoft Office
- Data entry
- Management
- Organisational skills
- Office experience
- Medical Scheduling
- Communication skills
- Leadership
- Supervising experience
- Administrative experience
- Computer skills

Languages

- Lithuanian polish russian - Fluent