



Denis Dmitriev • 2nd

Office Manager at Haag&Baquet SAS

Sallanches, Rhône-Alpes, France

Haag&Baquet SAS

Universitatea de Stat din Moldova

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Experienced Office Manager with a demonstrated history of working in the architecture & planning industry. Skilled in Negotiation, Business Planning, Management, Project Coordination, and Contract Management. Strong administrative professional with a Master's Degree focused in Certificaten Tourisme, par le Ministère de Tourisme, Moldavie from Universitatea de Stat din Moldova.

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Denis' Articles & Activity

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Nouveau camion arrivé ce matin 😊
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Merry Christmas & Happy New Year :-)

Denis Dmitriev on LinkedIn

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Experience



Office Manager

Haag&Baquet SAS

Nov 2015 – Present • 2 yrs 7 mos

L'organisation

L'informatique et la bureautique

Les nouvelles technologies (internet/téléphonie mobile)

Le juridique (création / statuts / fiscalité / aides et financements)

L'immobilier (locaux et bureaux / aménagement)

La finance et la gestion (caution / comptabilité / bilan / banque / assurance)

Le marketing et le développement (méthodes / gestion)

La communication (documents / externe / interne)

Les ressources humaines (télétravail / recrutement / contrats et fin de contrats / congés et temps de travail / gestion du personnel / traitement des candidatures)

Les relations commerciales (clients / fournisseurs)

Les relations avec les administrations (suivi / contrôles)

La vie de l'Entreprise (bien-être des collaborateurs)

Media (2)



Project Office Manager

Mareches S.A.

Aug 2012 – Nov 2015 • 3 yrs 4 mos

Geneva Area, Switzerland

Chef de projet, gestion des contrats des prestataires externes dans le respect du budget et des coûts, vérification au respect des normes et méthodes en vigueur et à la constitution d'une documentation qualité etc.

Responsable Achats du Holding «Prime Management»



Prime Management

Sep 2010 – Nov 2015 • 5 yrs 3 mos

Chisinau, Moldova

Gestion des activités d'achats pour les entreprises du Holding Prime(16 entreprises spécialisées dans les médias, l'immobilier, l'hôtellerie et le domaine bancaire.)

Media (1)



Responsable Achats

Codru 4* Hotel

Mar 2009 – Sep 2010 • 1 yr 7 mos

Chisinau, Moldova

Gestion des activités d'achats de type: nourriture et boisson, technique, produits d'hygiène,mobiliers, transports, buanderie etc.

Responsable commercial

OMV Petrom

Sep 2005 – Mar 2010 • 4 yrs 7 mos

Chisinau, Moldova

Gestion de vente des produits raffinés pétrole B to B et B to C, marché public, étude du marché, planification de vente, étude de la concurrence etc.

Education

Universitatea de Stat din Moldova

Master's Degree, Certificaten Tourisme, par le Ministère de Tourisme, Moldavie,

Gestionnaire opérateur de tourisme

2007 – 2007

Activities and Societies: Groupe Hôtelier Ramada et Radisson Blue in Moldova

Investment Project Manager

Academia de Studii Economice din Moldova

Master's Degree, Finance et Comptabilité, Gestion d'Entreprise

2001 – 2005

Activities and Societies: AIESEC

Finance, Comptabilité, Analyse bancaire,Management de Projet, Statistiques, Informatique etc.

Ecole de la langue anglaise«Letter», Moldavie

TOEFL, Business Administration and Management, General

1999 – 2001

Activities and Societies: Toefl, Business Session

Cours de langue qui ont constitué 2 ans d'études

lycée «Gh. Asachi», Moldavie Lycée roumain-français

Bachelor's Degree, Sciences exactes

1990 – 2001

Activities and Societies: Economie, football, basketball and handball teams

Real sciences - math, physics, chemistry, économie.

Languages - romanian, russian, english, french, italien.
History, astronomie, geography, natural sciences
Basketball, football, handball, swimming, water polo and athletics school team

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Volunteer Experience



Organisation
Ever-Green Energy

Procurement and Logistics Manager

Edelweiss Moldova

Jun 2010 – Sep 2010 • 4 mos
Disaster and Humanitarian Relief

<http://www.edelweiss.md/en/gde-ih-dom>

Projects

"Where is their home?" Campaign
The PRIME TV Channel together with the The Foundation of Vlad Plahotniuc "EDELWEISS" launched the Flood Victims Assistance Program "Where is their home?".

In accordance with the set objectives, the Foundation's Board decided to allocate funds for the acquisition of houses for the most vulnerable families of flood victims. In the weeks following the floods, the Foundation of Vlad Plahotniuc "EDELWEISS" started procuring houses in the adjacent areas, unaffected by floods.

The families were selected by the the Foundation of Vlad Plahotniuc "EDELWEISS" board according to criteria that require preference in the provision of assistance to the most vulnerable families of victims.

Procurement and Logistics Manager

AOAM

Jun 2010 – Sep 2012 • 2 yrs 4 mos
Economic Empowerment

<http://www.aoam.md/en/lansarea/>

Moldova Business People Association officially launched its activities by organizing an international economic summit

The advantages of the Republic of Moldova being positioned between East and West, and the existence of an association that would protect and promote the interests of the Moldovan business community were the main topics discussed within the framework of the international forum, organized with the special occasion – the launching of the Moldova Business People Associations (MBPA). More than 100 business people, officials and media representatives from more than 10 countries, including NIS and EU, participated in the event.

Procurement and Logistics Manager

DPM

Jun 2011 – Sep 2012 • 1 yr 4 mos
Politics

<http://www.pdm.md/en/team>

DPM is represented by a team of professionals and experienced politicians.

The party has an organizational chart similar to large European parties: promotion within the party is based on the merits of each member, and the decisions are made in consultation with the team.

DPM has always promoted working, serious and honest people, who focused on fulfilling responsibilities without scandals.

In Parliament, the DPM is represented by 15 MPs and in the Government it politically manages six key ministries.

The party is represented in all districts of the country, including Gagauzia. Following the local elections in June 2011, one of four mayors in Moldova is member of the DPM.

Procurement and Logistics Manager



The Star Factory

Dec 2008 – Mar 2009 • 4 mos
Arts and Culture

Organisation of the storage and distribution of goods. In this role I ensured that the right products are delivered to the right location on time and at a good cost. I also was involved in transportation, stock control, warehousing and monitoring of the flow of goods.



Procurement and Logistics Manager

The Star Factory

Feb 2010 – May 2010 • 4 mos

Arts and Culture

Organisation of the storage and distribution of goods. In this role I ensured that the right products are delivered to the right location on time and at a good cost. I also was involved in transportation, stock control, warehousing and monitoring of the flow of goods.

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Skills & Endorsements

Project Planning · 16

prime Endorsed by 2 of Denis' colleagues at Prime Management

Contract Management · 16

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Customer Service · 15

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Industry Knowledge

Project Management · 8

Business Analysis · 6

Program Management · 6

Business Strategy · 6

Enterprise Architecture · 5

Procurement · 5

Business-to-Business (B2B) · 5

Business Planning · 5

Risk Management · 4

Strategic Planning · 4

Service-Oriented Architecture (SOA) · 3

Brand Architecture · 3

Project Coordination · 3

Management Consulting · 3

Architecture · 2

Solution Architecture · 2

System Architecture · 2

Interior Architecture · 2

Change Management · 2

Tools & Technologies

Microsoft Project · 6

Process Scheduler · 4

Microsoft Office · 2

Interpersonal Skills

Management · 11

Team Management · 7

Team Leadership · 6

Negotiation · 4

Public Speaking · 2

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Recommendations

Received (0)

Given (1)



Sophie Bosch

Gérante chez Atelier 1ère

Trace - Print - 3D - Créa

November 18, 2016, Denis was a client of Sophie's

Responsability&high quality

Accomplishments

7 Languages

English • French • German • Italian • Romanian • Russian • Spanish

6 Certifications

Archicad MEP Modeler • Archicad19 • BIMserveur 19 • Clima BIM • BIMx • BIM Office4

2 Organizations

Ordre des Architectes • AIESEC

1 Course

SEO

1 Project

Organic Chalet

Interests



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