

**Образец резюме для административной проверки**  
(более подробная информация - <https://gofortravel.ru/administrative-processing/>)

## **CURRICULUM VITAE**

***Ivanov Ivan***

### ***Address:***

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3 Instrumentalnaya street, apt. 7215, Saint-Petersburg, Russia.  
Home phone: +7-812-938-63-49  
Mobile phone: +7-921-907-16-77  
Work phone: +7-812-938-63-79  
E-mail: tomas@gofortravel.ru

### ***Personal Details:***

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Date of Birth: 21.08.1987  
Nationality: Russian

### ***Education:***

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**2004-2008** International Banking Institute, Saint-Petersburg.  
Speciality: Finance and credit, qualification: economist.

**1997-1999** Saint-Petersburg Industrial and Economic College.  
Speciality: Production management, qualification: manager economist.

### ***Professional experience:***

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**07.2009 – Present:** **GOZ Obukhov Plant, OJSC** – large metallurgy and machine building plant.  
Position: Deputy head of finance department.  
Job duties: control on subdivisions financial metrics performance, works with bills payable and client bills, maintenance of compliance with economy regimen, determination of relations with banks, leasing and insurance companies, control on subordinates performance.

**09.2008-04.2009:** **Partner, LLC** – activities in legal, accounting and audit spheres; consultancy on commercial and management issues (consulting).  
Position: Accountant.  
Job duties: attainment of bank transfer orders, control and account of tax invoices, bills of dispatch, reports of completion, comparison with contractors, partial preparation of tax reports.

**06.2005-08.2008:** **Ivanova K.S. Individual entrepreneur** – consumer goods retail trade.  
Position: Assistant director.  
Job duties: business correspondence, negotiations, contracts conclusion with suppliers and transaction support, preparation of data reporting for Pension Fund, Tax inspection, Social Insurance Fund; accounting of taxes and payments, fulfillment of remuneration.



10. 2004-05.2005: **Interstep, LLC** – consumer goods wholesale trade.  
Position: Director General.  
Job duties: maintenance of fulfillment of all business obligations to deliverers, clients and employees; company replenishment with goods according to assortment and demand; involvement into order placement and delivery contracts, control on their performance, checks on accuracy of maintenance and execution of documentation.
- 10.2002-12. 2003: **Torgportproduct, LLC** – catering arrangement.  
Position: Bartender  
Job duties: provision of well-timed and high-quality execution of customer orders, provision of all the necessary accountancy
- 02.2001- 11.2001: **Saturn, LLC** – building and installation company.  
Position: Secretary.  
Job duties: receiving phone calls and clients at the office reception; direct business contacts with company employees, maintenance and execution of all the necessary documentation.

***Languages knowledge:***

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English (Elementary), Russian (native).

***Current areas of expertise:***

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No scientific publications, doesn't carry out scientific research.