



Образец резюме

на АНГЛИЙСКОМ ЯЗЫКЕ

Ivan Ivanov



Personal information

Address: 201 Lenina Street, apt. 25, Moscow, 215315, Russia

Telephone: home: +7-XXX-XXX-XXXX
mobile: +7-XXX-XXX-XXXX

Email: your.name@gmail.com

Date of birth: 25th July 1985

Nationality: Russian

Marital status: single

Objective

I am seeking a position with a company where I can use my ability to analyze data sets and prepare financial forecasts.

Education

Lomonosov Moscow State University, department of Economics, Master's degree in Marketing (2001–2006).

Qualifications

Marketing Specialist courses in Moscow Marketing College, started in 2014 up to present

Work experience

Company Name 1, 2012–present

Moscow, Russia

Financial analyst

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all the departments



- Preparing financial forecasts
- Preparing reports for the board of management

Company Name 2, 2007–2011

Krasnodar, Russia

Assistant manager

- Providing main office with office supplies
- Analyzing large data sets collected through all the departments
- Preparing financial forecasts
- Preparing reports for the board of management

Personal qualities

- Articulate
- Broad-minded
- Dependable
- Determined
- Initiative
- Versatile

Special skills

- Native Russian
- Fluent English
- Working knowledge of German (Basic knowledge)
- Driving License (Category B)
- Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise)
- Hobbies: foreign languages, chess

References

Petr Petrov, BBB Solutions, +7-495 –XXX-XXXX, name@gmail.com