



Marta Koniushenko

administrative supervisor

London, UK

Marta's availability **should be discussed**

[View profile on Dweet](#)

Links

[Instagram](#)

Work Preference

Location: Not looking to relocate

Skills

Studio Managers (Advanced)

Directors (Advanced)

Management Professional (Advanced)

Planning Consultancy (Advanced)

Professional Services Management (Ad...)

Professional Services (Advanced)

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

two clothing stores PAPAYA

Ukrainian clothing brand VOVK

Philip Morris

Philip Morris and Idea Bank Information Centre

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

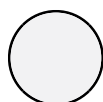
Ukrainian clothing brand VOVK | May 2020 - Dec 2020

- 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.,