



# KSENIIA, 29

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Metsälinnunreitti 2B, Espoo

## SKILLS

- Responsible
- Openminded
- Kind
- Fast learner

## LANGUAGES

- Russian (fluent)
- English (C1)
- Finnish (A2)

## EDUCATION HISTORY



Vantaa vocational college Varia  
tourism customer service agent



JEDU ammattikoulu (Nivala)  
tekstiili ja muoti



БГТУ ВoenMex 2013-2016  
(Saint-Petersburg)  
linguistics

## WORK EXPERIENCE

**11/2024 -now**

**Ravintola BANK (NoHo group) - Helsinki**

**(Internship)**

**Meeting services**

**Arranging lunches and coffee areas**

**Catering**

**Cleaning**

**02/2024 -06/2024**

**Mariel design oy - Nokia**

**(Internship)**

**I was making all kind of works related to creating earrings.**

**Also was working with natural leather, sewing bags and wallets.**

**I was making photosessions of products , was creating videos for social media and updating website.**

**02/2023 -06/2023**

**BUTONI oy - Vantaa**

**(Internship)**

**I was making all kind of works related to creating earrings and necklaces**

**Was responsible for post.**

**Sales manager, 10/2020 - 02/2022**

**Vinologic - Saint-Petersburg**

**I worked as a personal assistant of the business owner.**

**Together we ran wine boutique. I came to this company as a kavist - a person who knows everything about wine and can give you an advice, what is better to buy, what is better to drink etc. My main target was - to make sales as much as possible. Of course i had focus on long term relationships with our clients.**

**I also had to make usual routine work in the boutique: work as a cashier**

**to make the inventories**

## WORK EXPERIENCE

to receive the goods

to make a display of goods

And of course i had a lot of creative ideas how to develop the business.

From the begining I worked as a kavist. Then me and my boss decided, that i can continue working as her personal assistant + SMM manager.

My responsibilities was:

to organize personal and professional calendars and remind about upcoming meetings and events

to make important calls

to receive and sent mail

to help to assist in the selection of products for sale

Easier to say - i did everything that was needed to keep successful wine boutique going.

As SMM manager i ran social media accounts in Instagram. I made photo shootings, wrote texts, made advertisement.

### Manager, 01/2016 - 09/2020

#### Aromatny Mir - Saint-Petersburg

I came to this job as a sales clerk. My duties included communicating with customers, selling alcohol and serving at the checkout. Also household duties about maintaining cleanliness in the store and so on.

This company had a staff training system, where I got acquainted with the world of alcohol and winemaking, and later I graduated from sommelier school on my own.

A year later, I was promoted to store manager. A few months later, showing excellent results, I was entrusted with a second store. I had 8 sellers and two stores in my subordinate.

My tasks included:

the implementation of the set plans

control of the successful operation of stores

individual approach to employees

training of new employees

all operational work with documents

communication with the office and suppliers.

### Reception manager, 12/2014 -12/2015

#### Mini hotel Maribelle - Saint-Petersburg

I was doing this job as a student to practise my english language via communicating with tourists.

The work shift was 24 hours and I had to be present on the reception to meet our guests, answer their questions, to make check-in and check-out, to work with online reservations on different platforms, to organise meetings for small groups of people, to control the cleaning managers and make their job if needed, also to prepare the breakfast (setting the tables and then cleaning the tables).