



Contact

Information

 1 Yerevanyan str. apt #1,
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Naira Ajamyan

MA, Economics

• Skills

Strategy Development



Negotiations



Presentation of Information



Analytical Thinking



Financial Management



Financial Reporting



Budget Development



Team Development



Mentoring



Project Development and
Management



Proposal Writing



Organizing and Teaching
Seminars



Translation



• Work Experience

2023-06 **Logistics Specialist: Raw Materials Machinery**

2024-04 **Procurement Dpt.**

Yerevan Chocolate Company CJSC

- Making inequities for forwarding services
- Communication with transportation agencies for ordering sea, land, air and combined freights
- Review and negotiations for signing transportation service contracts and orders
- Follow up of deliveries
- Inputting fright services data in the company's management systems (MS Excel, 1C)

2022-09 **Procurement and Logistics Dept Specialist**

2023-05 Agrotech LLC

- Placement of orders
- Communication with suppliers
- Communication with transportation agencies
- Review and approval of commercial documents
- Follow up of supplies and customs clearance

2021-09 **Sales Dept Operator**

2022-09 Agrotech LLC

- Communication with customers, presentation of products
- Formation of orders in 1C

2021-06 **Assistant to Director**

2021-09 IT Logic Tec LLC

- Bookkeeping of stock
- Self-cost calculation for imports
- Writing out invoices
- Online bank transactions
- Tracking of payables and receivables
- Administrative documentation
- Assistance in HR and recruitment

2020-02 **Social Worker**

2020-12 ARDA Humanitarian Fund

2015-10 **President**

current National Leadership Institute NGO

• **Computer Skills**

MS Office



Quickbooks Online

Advanced



Zoho Bookss



Quicken Home&Business



AS Accountant



E-Invoicing



• **Languages**

Armenian - Native

English



Russian



• **Recommendations**

Available Upon Request

2012-02 - **Executive Director**

2013-09 National Leadership Institute NGO

- Develop / maintain cooperation with supporting and partnering local and international organizations and government institutions
- Carry out trainings, mentoring and support of the staff and volunteers.
- Development and approval of projects
- Financial management.
- Negotiations with potential partners, Proposal development, document work.
- Preparation of content and financial reports in Armenian and English.
- Written and oral translations of lectures, teaching material, reports, from Armenian into English and visa-versa

2005-01 - **Chief Accountant**

2005-12 National Leadership Institute NGO

2002-11 - **Financial Assistant to Director**

2004-12 National Leadership Institute NGO

2002-02 - **Administrative Assistant to Director**

2002-10 National Leadership Institute NGO

• **Education**

1996- 2001 **MA, World Economy**
Armenian State University of Economics

1986-1996 Spitak Public School #1

1987-1994 Spitak Music School, Piano class

• **Trainings**

2024 **US Accounting Principles, QuickBooks Online Advanced**
BEKFIN Academy

2023 **US Accounting Principles, ZohoBooks Accounting Software**
BEKFIN Academy

2019 **ACCA Management Accounting**
IAB International Academy of Business

2004 **Computer Preparation Course**
American University of Armenia

2003 **TOEFL Preparation Course**
American University of Armenia

2002 - **Leadership Development Course**
2003 National Leadership Institute NGO