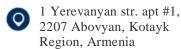
Contact

Information





nairarm4@gmail.com

• 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





Naira Ajamyan MA, Economics

• 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