

Anton B. Lebedev
12 Parashutnaya str., apt. 541,
197341 St.Petersburg, Russia
Ph.: +7 (921) 899-87-18
Email: lebedev_anton@mail.ru

TARGET POSITION:

Personal assistant

Assets

- Highly developed analytic, time management and priority setting skills.
- Broadminded and dedicated to diplomatically handling sensitive issues.
- Ability to learn and acquire new skills necessary for the challenging tasks.
- Extensive business experience in Russian environment.
- Experience in assistance to superiors, including translations, planning, travel arrangements, administrative tasks, confidential errands.
- Excellent PowerPoint and MSOffice skills, experience with ERP systems, some PHP.
- Fluent conversation in English & Russian; some German.
- Multiple business and personal visits to the U.S., the U.K., France, The Netherlands, Finland, Sweden, Slovakia and Germany.
- Successfully passed the United Nations Administrative Support Assessment Test in New York City in October 2011.

Experience

Since April 2012: CFO for Limpek JSC

The owners of the company have inserted me into this position in order to control the cash flows and ensure that their orders are duly carried out. For these purposes I have created the internal accounting system for the new project from scratch, incorporating the bonus systems for the sales and production departments. Implemented the evaluation system for the new sales and procurement deals. Prepared and presented business development plans and government partnership projects. Organized paperwork for the main company and subsidiaries (over 500 clients, new and recurring orders) . Systematized the business processes in the logistics department (several deliveries per day). After the management change in January 2013 adopted all the systems to the new requirements and implemented a brand new ERP system within 2 months. Prepare and present weekly, monthly and yearly reports for the CEO and the board of investors. Oversee HR paperwork, hire new personnel. Still secure time to run all sorts of errands for the company's owners (tickets, routes, confidential matters). Has recently organized the move to the new, convenient office, saving over 15% rental costs monthly.

2005-2011: Associate professor for the St.Petersburg State University

Employed for almost 6 years as Associate Professor at the Faculty of Economics of the St.Petersburg State University, Russia, which has two Russian Presidents and a number of other famous individuals among its alumni. Lectures and seminars, PowerPoint presentations in Economics, Macro, Advanced Macro, municipal economy, Economics and policies of the Public Sector. Supervised degree works of the Russian and foreign students. Published academic essays and a small textbook, made academic reports and University advertisements. Established personal website with lecture give-outs, score tables, announcements and video files. Provided assistance to superiors, including translations, travel arrangements and administrative tasks. Created visual advertisements for programs in education. My being adept at engaging the audience in the subject matter was noticed by superiors, resulting in my consequent promotion to Junior Lecturer, Senior Lecturer and Associate Professor positions. In 2010 was awarded 2nd prize in Open PowerPoint competition held by the faculty; on the basis of my earlier works was selected to produce the advertisements for the University's Bachelor and Master programs.

In 2005: Purchasing agent for PVG Media Ltd

Purchased paper and construction supplies. Extensively expanded my experience of the live communication with the superior management and the suppliers. Greatly improved my stress resistance. Learned the screen printing technology.

In 2005: Salesman/mover for Eldorado Ltd

When the Eldorado chain decided to open their new outlet in the Slavy avenue, this event coincided with my desire to earn some cash, so I have joined the new team as a floor salesman, though had to start as a mover, because the store was brand new and a lot of stuff had to be moved in. Based upon the results of the comparative analysis of the Eldorado's business model, my decision was to change the employer. My signed agreement with Eldorado does not allow me to disclose any sensitive information in regards to the company's policies and practices.

In 2004: Salesman for Key Ltd

While working as a floor salesman at the computer store during the Christmas season, has learned the internal functioning of a retail company, observed the personnel motivational systems, compared the cornerstones of the corporate culture, gained experience in direct sales and face-to-face communication with clients.

In 2004: Market analyst for Avantek JSC

Performed the comprehensive analysis of the scrap market by systematizing the available periodicals and visiting the industry's events. Based upon the results, within a month has created the functional multi-factor pricing model for the target market in order to optimize the company's policy. Supervised the refreshment of the corporate web site. Successfully negotiated agreements with overseas scrap buyers. Ran all sorts of errands for the owners.

2001-2004: Purchasing agent for Conflex JSC / Ned Oxo Ltd

During the years 2001 and 2002 while completing my final year of study at the University initially did part-time work at Conflex Joint-Stock Company, doing administrative assistance, explaining to the Russian and non-Russian engineers with my good command of Russian, English and some German the intricate functioning of the company's printing equipment. This work was later expanded to a full-time job, in which I also handled procurement of materials from European suppliers. Later at Ned Oxo Ltd performed essentially the same procurement functions as at Conflex JSC, also involving visits to loading sites in Europe.

In 2000-2001: Intern at the ICB Bank

On the basis of my high educational credentials (my GPA was 4,83) was selected by the ICB bank in St.Petersburg to participate in a program wherein the bank, in compensation for my part-time work there in processing credit applications, provided me with scholarship funds to continue my education.

In 1999: Inspector/clerk for the Coca-Cola St.Petersburg Bottling Plant

Between the 3rd and 4th year of my studies at the University: clerk for Coca-Cola Bottlers in St.Petersburg, ensuring clients' compliance with the company's requirements, also negotiating renewal of distribution agreements. Planned routes for the team of two (myself and a driver) in order to achieve maximum daily coverage. Implemented the routine of providing my superiors with written reports. Coca-Cola awarded me a 40% cash bonus for my exceptional work.

In 1993-2000: a private teacher of English and occasionally German

When time permitted, prepared the students for the language exams (long-term commitments of 2-3 lessons per week during the school year). Have letters of recommendation from my students' parents.