**Resume**

**Personal information:**

Name: Dmitriy Beregovskiy

Date of birth: 7 May 1998

Address: 16 Severnaya street – Ekaterinoslavka, Oktyabrskiy district, Amur region, Russia.

Home phone: 23-5-57

Cellular phone: +79241439864

Email: beregovskiy98@mail.ru

**Employment:** to take the place of the secretary of the company that will allow me to coordinate the work of the company, to exercise organizational skills and improve your own skills.

**Education:** Vladivostok State University of Economics and Services (2015 – 2019).

Specialty: HR Manager.

MEI ACS Ekaterinoslavka №2 (2004 – 2015).

**Employment history:** JSC «Rostelecom» (2020 – 2025).

Position: Secretary.

Activities and responsibilities: Identification of activities of the company, the solution of critical problems, monitoring of income and expenditure of the institution.

**Skills:** Russian language (native); English language (fluency in written and spoken); MS Word; MS Excel; license of driving.

**Interests:** Sport, music, reading, watching films, internet.

**References:**

1) Andrey Meleshko

Head of construction company «Olympus».

Cellular phone: +79619587928

2) Maksim Bogun

Minister of foreign economic relations, tourism and entrepreneurship Amur region.

Cellular phone: +79638449282

3) Evgeniy Shakel

Deputy chief of staff of the Pacific fleet liaison.

Cellular phone: +79638093815