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| Petrosyan Armine |  |
| |  |  | | --- | --- | | E-mail | [**tarmine@mail.ru**](mailto:tarmine@mail.ru) | | **Phone (cell)** | **+7 (926) 188-37-39** | | Location | Moscow | | Date of birth | 06.12.1976 |   Education  **Basic**   * 1998 — *State Pedagogical Institute*, Faculty of Foreign Languages/Lecturer of English, Diploma with Distinction/ Masters Degree   **Advanced trainings/courses**   * 1999 — *Youth Foundation of Armenia*, Training Courses for Computer Operators, Certificate of Completion * 2006 — *Association of Armenian Accountants and Auditors*, Training Course for Accountants, Certificate of Completion   Work experience  **09.2007 - 08.2011 , LLC Gyumri- Garejour**  **Internal Auditor**  1. Audit of all financial transactions 2. Preparation and audit of the reports to be submitted to tax inspection. 3. Monitor the work of the supply and distribution departments. 4. Establish liaisons with international partners. 5. Prepare contracts and other relevant documentation to import raw materials and export the ready production (beer).  **05.2002 - 01.2006 , USAID Funded Urban Intstitute, EQZR Project**  **Finance/ Administrative Manager**  1.Document and report all financial transactions implemented by UI office 2. Prepare computerized records of all financial operations/monthly expenses 3. Prepare monthly Expense Report for submission to Washington UI office 4. Assist program staff in developing budgets and estimating expenditure, providing information on costs as required 5. Maintain close supervision over the operation of UI bank accounts 6. Review expenditure against approved budgets to prevent over/ under expenditure 7. Coordinate human resources and administrate benefit accrual 8. Plan and implement office procurement. 9. Manage office daily operations, supervise admin. staff activities  10. Monitor the activities of the grantee NGOs, review their monthly reports  **07.2001 - 05.2002 , CARE International in the Caucasus, Rural Economic Advancement Project**  **Project Officer**  1. Supervise the activities of a district field team (Project Extensionists and Drivers) 2. Gather base-line and impact data and develop community awareness of project objectives 3. Manage the transfer of project information/ technology to small- scale farming households. 4. Ensure accountability of project funds utilization in the district, as well as accountability of project supply use/  distribution. 5. Facilitate development of district agricultural input outlet(s). 6. Assist in the identification and development of further development projects.  **07.2000 - 06.2001 , CARE International in the Caucasus; Reproductive Health Project**  **Administrative Assistant/ Translator**  1. Provision of administrative/translation assistance and other support assistance to the CARE Regional Partnership  RH Project 2. Provision of translation containing highly technical medical and business terminology from English into  Armenian/Russian and from Armenian/Russian into English 3. Interpreting during seminars and official meetings 4. Management of internal and external mail 5. Maintenance of filing system and File Index 6. Management of stationary supply storeroom  **09.1999 - 07.2010 , State Pedagogical Institute of Gyumri, Armenia**  **Translator/Administrative Assistant**  1. Working with 2nd, 3rd, 4th year students of the English department. 2. Teaching the students English grammar, phonetics and lexics.  References   * **LLC Gyumri- Garejour** Misak Balasanyan, President + 374 93 98-88-86   Additional information   |  |  | | --- | --- | | Nationality: | * Russia | | Work permit in: | * Russia | | Languages | * Native Language — Russian * English, fluent * French, basic knowledge * Armenian, fluent |   Core skills Computer Skills: Microsoft Word, Excel, Power Point, Internet, Quicken Basic, 1C, Armenian Software  Touch typing skills (40-45 wpm) |  |