



# Roman Arefev

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## CONTACT

中国，北京市，朝阳区，芍药居20号院

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+86 13718548020 (+WeChat)

## ABOUT ME

Communicative, creative, diligent young man  
I can be a good teammate or work by myself when it needed  
Have an experience being a leader in a group/collective

\*Have a chinese C1D driver licence

Russian, was born in 1992

## WORK EXPERIENCE

Wear&Go

July 2009 — August 2015

HR, Warehouse Manager

Work in Russian "Wear&Go" shoes company. Combine work like HR and Warehouse Manager.

Have a chance work on special conditions - work two month during summer vacation and two month on winter vacation every year from 2009.

### HR-manager

- prepare, post and edit new vacancies announcements on the web site
- search new CV in internet
- interview employee
- show our shop to employee; describe his/her responsibilities; train basic work skills, introduce to colleagues etc

### Warehouse Manager

- Delivery and unloading control
- Warehouse goods and package quality check up
- Warehouse goods sort and classification
- Goods dispatch preparation

Wear&Go

June 2013 — August 2014

HR management

### Where:

Shoes chain stores

### Responsibilities:

Personnel selection, stuff interview

Stuff training (goods check up; shop warehouse orientation; personal contact and communication with customer; accounting basic knowledge)

007 4232 524223 (Igor)

daltekdv@rambler.ru

## EDUCATION

### Trade and Economy

September 2011 — May 2015

University of International Business and Economy

- Was a class monitor from a freshman till graduation
- Different annual events organisation (2011-2015)

Preparation and organisation of students national culture festival, international students football championships, annual job fairs

### Advanced Chinese Course

September 2010 — June 2011

University of International Business and Economy

### Chinese Course

September 2009 — June 2010

University of International Business and Economy

### Primary/ Secondary/ High school

September 1999 — June 2009

International Boarding School for Gifted Children

#### **Volunteer** (2007-2009)

- Meeting organization management:

Help our school with foreign guests welcome preparation and procedure. Also help Japanese and Korean gifted students to feel better and free in our school and country, reply any questions they have and help to find out the what to do in any difficult situations

Foreign Ministry Board meeting preparation

- A leader of School Annual Blood Donor program (2008-2009)

## SKILLS

#### **Languages:**

Native Russian

Advanced English

Advanced Chinese

#### **Computer Skills:**

Microsoft Office (Word, Excel, PowerPoint)

Very fluent user. Can easily make any kind of tables/diagrams or prepare a beautiful well understood presentation.

Photoshop CS6

## REFERENCES

References available upon request