

# Aleksandra Volchok

Desired position

---

## Summary

I am a project manager, I have been working for more than 2 years. During my work, I also performed the duties of a business analyst and a product manager.

---

---

## Skills

- Agile
  - WaterFall
  - Scrum
  - SiteMap
  - Jira&Confluence
- 

---

## Projects

### Project Manager

01/ 2020 - Present

Ilavista

<https://ilavista.com/>

Information technologies, system integration.

Client briefing, building relationships with the customer, preparing technical specifications, drafting Site Maps, maintaining documentation and reporting control, planning tasks implementation and prioritization, prompt problem solving.

Scrum, Agile, Waterfall. Sitemap. Jira and Confluence.

### Specialist of the Department of Bank Payment Cards

11/ 2018 — 11/ 2019

MTBank

[www.mtbank.by/](http://www.mtbank.by/)

Banking, Financial sector

Control over the execution of the budget, participation in annual budget preparation, control over the execution of subdivision agreements. Data analysis of invoices of international payment systems (Visa, MasterCard). Preparation of reports for BPC, CJSC "Belkart". Work with the Business Partners located in Russia, Ukraine, Latvia, Germany.

Economist Department of Customer Support and Sales

05/ 2017 – 09/ 2018

LLC "Communications Innovation Technologies" Minsk

Offering banking products and services to the customers (sales), consulting and execution of loan applications, customer service on account transactions, corporate cards and Internet cards support.

Computer programs: Multichannel, CT-Cash, CRM, WEY4, Microsoft Office.

---

## Education

---

### **Belarusian State Economic University**

/ Bachelor of Science: Finance and Banking (09/2014 - 07/2018)

**Accounting, analysis and audit in banks** / Finance and Banking (09/2014 - 07/2018)

Advanced training courses (05/2021)

**Agile Project Management** fundamentals for IT Outsource course  
udemy.com

---

---

## Language

---

**Russian** / C2/Native

**English** / A2/Elementary

**Polish** / B1/Intermediate