



Darya Pastushonak

Business Analyst

Enthusiastic Business Analyst and dedicated employee with integrity and strong work ethic eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

✉ Darya.pastushonak@gmail.com

📍 Minsk, Belarus

📞 + 48 572-819-252

🌐 [linkedin.com/in/darya-pastushonak-business](https://www.linkedin.com/in/darya-pastushonak-business)

WORK EXPERIENCE

Business Analyst

JLL

04/2021 - 05/2021

Warsaw, Poland

Junior Business Analyst

JLL

09/2019 - 03/2021

Warsaw, Poland

Achievements/Tasks

- Business analyst in the department of Financial Management of Lease Administration. The objective of the role is to maintain lease databases and to perform financial processes. This involves abstraction of lease documents, processing, payment and financial analysis of invoices and any other financial documents, reporting to clients and other teams, communication with the client on a daily basis.

Accounts Payable Accounting Assistant

JLL

02/2019 - 09/2019

Warsaw, Poland

Achievements/Tasks

- The job objectives are responding to queries and solving problems related to accounting issues in line with Service Level Agreements, preparing any required documentation and reports, processing of invoices and financial data, keeping databases up-to-date, confirming/reconciling vendor statements, providing superior customer service to internal clients.

Customer Service Specialist

Minos Hotel

06/2018 - 09/2018

Rethymnon, Crete, Greece

Achievements/Tasks

- The main responsibilities are providing optimal customer experience, conflict resolution, working efficiently as a part of an international team and being efficient under extreme stress.

EDUCATION

Unfinished Undergraduate Degree - Business Economics

Lazarski University

10/2017 - 05/2021

Warsaw, Poland

Highschool Diploma

Gymnasium N. 61

09/2015 - 05/2017

Minsk, Belarus

SKILLS

Data Analysis

Microsoft Office

Project Management

Customer Relations

Team Work

Ability to Work Under Pressure

Flexibility

CERTIFICATES

TOEFL (02/2017)

TEFL (07/2021)

ACHIEVEMENTS

Awarded the title of most willing to help out in case of trouble and most team work oriented employee in 2019 and 2020 while working as a business analyst in JLL.

LANGUAGES

English

Full Professional Proficiency

Russian

Full Professional Proficiency

Polish

Limited Working Proficiency