ПОМОЩНИК РУКОВОДИТЕЛЯ

2 липня 2021 Місто: Київ

Вік: 34 роки
Режим роботи: повний робочий день, вільний графік роботи, плаваючий графік роботи
Категорії: HR, управління персоналом, IT, WEB фахівці, Керівництво

Опис

Experience:

Personal Assistant to the CEO/Executive Assistant - Dreamscape Networks LTD, Kyiv

(November 2019 – ….)

Primary responsibilities:

- Manage and maintain the Executive's appointment schedule by planning, booking and scheduling meetings, conference calls and travel arrangements.
- Complete projects by assigning work to staff if required and supervise.
- Conserve the Executive's time by reading, researching and prioritizing tasks at hand.
- Prepare and execute necessary correspondence, emails, messages and drafting letters and relevant documents.
- General bookkeeping, expense reports, reconciling credit card statements and submitting billing information.
- Compile and provide expense reports to the accounts department.
- Reading, researching and analyzing data and information as well as report preparation.
- Attend management meetings.
- Write letters and memos, compiling data for reports, creating computerized presentations, writing reports, editing, proofreading and other information preparation duties.
- Create and manage an efficient documentation and filing system, keeping all records, emails, photos and information archived and in order.
- Welcome guests, visitors and relevant others by politely greeting them in person or on the telephone, answering or directing inquiries.
- Maintain and manage sensitive and confidential information and protect operations with extreme caution.
- Research, plan and make all necessary travel bookings and arrangements.

Application of visa, passports and all other documents (where needed) for CEO’s staff, family and friends.

Manage, help and assist with any relevant personal responsibilities related to the Executive.

Office Manager – Dreamscape Networks LLP, Kyiv

(Sept 2018 – Oct 2019)

• Maintenance of the office (procurement of products, stationery, ordering water and household chemicals, etc.)

• Organization of work of contractors;

• Assistance in organizing events (conferences, seminars, English lessons, corporate events);

• Conducting events such as Soft Drinks Day, Tasty Day, Muffin’s Day, Friday lunch, Cleaning Day, Birthday Cake.

• Providing the necessary reports;

• Maintaining a database and issuing ID cards (pass to the office);

• Ensuring order, comfort and a pleasant atmosphere in the office;

• Reception and distribution of documentation;

• Welcome guests and relevant others by politely greeting them in person or on the telephone, answering or directing inquiries.

• Budgeting of office expenses;

• Coordination of work cleaning stuff;

• Assistance to the HR department.

Wedding coordinator – Event's company "Figaro", Mariupol

(May 2016 – Sept 2018)

- answer phone calls and emails, provide information about the services, visiting customers;
- contact potential clients via email or phone;
- develop quotations and proposals;
- plan and coordinate full event cycle, such as food & beverage menu, activities, venue decoration and other individual requests.

Hostess Supervisor – French coffee shop-bakery "Hleb du Solei", Mariupol

(Oct 2014 – Feb 2016)

- greet customers and provide excellent customer service.
- explain special offers.
- maintain customer relationships in order to build long term brand loyalty.
- assist the manager in developing commercial offers, events and activities.

Manager for Fashion Theatre (event manager), drama coach for kids – Mariupol Palace of Culture

(May 2011- Feb 2013)

- organizing social events, model shows. Photo shootings;
- assisting in planning and organizing events;
- coordinating team on daily/monthly schedule;
- developing relationships with potential customers in person, via calls and emails;
- maintaining databases;
- managing incoming/outgoing calls;
- receiving and interacting with incoming visitors;
- preparing and editing correspondence, presentations and other documents.

Key Skills:

- effective communicative skills
- managing and supervising skills
- ability to use your initiative when undertaking decision making
- active person with a positive attitude
- flexible, responsible, reliable, well-organized both team and individual player
- adaptable and quick learner

- administrative skills.

Education:

Major in Management of organization and administration (Master) - Mariupol State University (Sept 2010 – Jan 2016)

Hobby:

Yoga (studying in the Ukrainian Federation of Yoga), sport, travel, reading, singing.