

Cornelia Lais

Executive Assistant | GASTech – Kronos | Abila, Kronos

Qualifications

- Hard working and dedicated assistant.
- Strong decision making skills and ability to support multiple staff at the same time.
- Proficient user of all main stream office software, such as MS Office.

Professional Experience

GASTech - Kronos

Executive Assistant

2011-Present

- Administrative and business support to the Security Group Manager.
- Coordinate schedules among multiple personnel that are constantly on the move.
- Arrange travel and training for all staff in the group.

Military Service

Armed Forces - Kronos

2009-2011