

Ivan Pashigin

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Experienced Business Assistant and General Manager with a strong background in IT administration, social media management, and event coordination. Proven track record in managing teams, enhancing communication, and implementing paperless systems. Holds an MBA and a Bachelor's in IT from Murdoch University. Fluent in English and Russian, with basic programming, network administration, and project management skills. Highly effective in leadership and support roles.

EXPERIENCE

HB Consultancy FZ-LLC

July 2023 - July 2024

Business Assistant

Dubai, UAE

- Managed a team of 3 professionals and collaborated with different companies for events across Dubai:
 - Transitioned the company to a paperless environment, enhancing communication speed and accuracy. Provided IT administration support.
 - Negotiated with potential sponsors, successfully increasing investment flow by 20%.
 - Oversaw social media channels on Instagram and WhatsApp, implementing new content strategies in collaboration with influencers and content creators.
 - Successfully managed three events, receiving outstanding feedback from attendees, speakers, and sponsors.
 - Assisted the CEO with both personal and family-related responsibilities, including office and home administration, managing children's school and extracurricular activity schedules, and addressing urgent issues.

Purple Light Services FZE

March 2021 – June 2023

General Manager

Fujairah, UAE

- Collaborated with the CEO to launch the Fujairah office, managing various company activities from entry-level to C-level responsibilities:
 - Developed and managed media platforms for online courses, established IT infrastructure, assisted employees with technical issues and software training, and performed IT administration, resulting in a 50% reduction in content creation time through web resources.
 - Created and managed social media accounts on Instagram, WhatsApp, and Telegram, leading to a 30% increase in new clients.
 - Directed the transition to a paperless practice by implementing an electronic booking system and a more efficient, secure, and accurate business system; managed accounting and documentation for the CEO, reducing office overhead costs by 20%.

Freelancer

August 2019 – May 2021

Yekaterinburg, Russia

- Delivered technical support for office and home equipment to over 30 clients, both on-site and online:
 - Installed and configured operating systems, applications for Windows and Linux, and drivers for office equipment.
 - Provided IT and network consultations for cost efficiency, managed Windows server administration, and oversaw corporate network management.
 - Assembled PCs based on clients' budgets and specific requirements.

EDUCATION

Murdoch University Australia

July 2019

Master of Business Administration

Singapore

- Basic finance and accounting, Strategic planning and crisis management, Organizational Behavior, Human Resources Management, Internet Marketing, Corporate Social Responsibility.

Murdoch University Australia

June 2018

Bachelor of Science in Information Technology

Singapore

- Fundamentals of programming (Algorithms, Data Structures, OOP, Databases, Unix), Java, C++, JavaScript, Information Security and Forensics, Project management (SDLC, Agile, Scrum).

OTHER

- Technical Skills:** Microsoft Office, Canva, Figma, Zoom, Java, SQL, Python, Windows/Unix administration, Git, IT network, PC assembly and configuration, Zoho Books.
- Certifications & Training:** Certified Ethical Hacker (EC-Council), Advanced Course in Python (University of Helsinki)
- Languages:** English (C1 Advanced), Russian (Native)