

Radu
Private PA



Nationality: Moldovan / Romanian

Languages: English, Romanian, Russian, Italian & French

Date of Birth: 24/10/1989

Marital Status: Single

Non-Smoker

Full Driving Licence

Profile

Experienced Private Personal Assistant with over 10 years of delivering customised VIP services to high-profile clients. Skilled in managing complex schedules, coordinating international travel, and maintaining confidentiality. Proven track record supporting Executives and royal families across Europe, the Middle East, and beyond, with a passion for enhancing client productivity and satisfaction.

Experience

Jun 2023 – Present

Various Private Clients, Europe / Middle East

Freelance Self-employed Private Personal Assistant

- Delivered top-notch support to principals during international travels across Europe and the Middle East
- Sourced high-end goods, sometimes acting as a Personal Shopper for 5+ clients
- Gatekept access to principals, ensuring efficient communication with staff

Mar 2019 – Apr 2022

Royal Household, Riyadh, Kingdom of Saudi Arabia

Personal Assistant

- Coordinated travel arrangements, including booking flights and accommodations for 10+ family members
- Managed go-to-person role in the daily lives of the family, handling 20+ tasks weekly
- Organised event planning for both professional and personal occasions, managing large budgets
- Supervised a team of 5+ household staff and service providers

Sep 2015 – Jan 2019

Primerent Luxury Rentals, Milan, Italy
Driver

- Delivered vehicles safely and efficiently across Europe, serving 50+ VIP clients annually
- Built excellent rapport with clients, achieving a 95% satisfaction rate
- Maintained accurate logs of vehicle inspections and maintenance schedules

Jul 2014 – Aug 2015

Leather Goods / Santoni Luxury Shoes / Montenapoleone 6, Milan, Italy
Luxury Sales Associate

- Consistently exceeded sales targets
- Supported daily store operations including POS transactions, stock replenishment, and inventory management for high value items
- Established strong client relationships

Education

Jun 2009

Liceo Scientifico Alessandro Volta, Milan, Italy
High School Diploma

Key Skills

- Organisational mastery, managed a month-long vacation for a group of 20 people
- Communication, proficient in four languages, with conversational French and basic Arabic
- Problem solving, extensive experience making critical decisions under pressure
- Discretion, managed sensitive information with utmost care and respect
- Tech savvy, constantly learning the Java environment (frameworks such as Spring and Hibernate, MySQL database etc)

Interests

- Programming amateur, building small projects in Java, gaining tech expertise that goes beyond office tasks
- Gym enthusiast, committed to a regular gym routine
- Founder of a calisthenics workout group in Milan