

curriculum vitae



- **Personal information**

Surname(s) / First name(s)	• Ria (Maria) Sultana
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E-mail(s)	sultana.maria@gmail.com ria.sultana@gmail.com
Nationality(-ies)	Maltese
Date of birth	24 th May 1984
Gender	Female

Education

Primary School , Mosta (1989 – 1995)

Secondary School - Sir Adrian Dingli Junior Lyceum (1995 – 2000)
O'Levels obtained (Maltese, English, French, Italian, Physics, Maths)

Languages English & Maltese native language
Italian Intermediate
French Basic

Work Experience

Dates Aug 2019 - Present
Position Administration Executive
Company Managing Partners Group
Managing daily activities for the office.

- *Booking of hotel, restaurants and flights.*
- *Ordering Supplies*
- *Dealing with cleaners*
- *Taking care of maintenance*
- *Organising Office Events*
- *Taking care of mail & courier*
- *Organising meetings & meeting room*

Dates Sept 2018 - June 2019 (contract ended - maternity cover)
Position PA to Director
Company Oring Limited/Twin

- *Managing daily activities for director.*
- *Booking of hotel, restaurants and flights.*
- *Taking care of director's calendar and appointments*
- *Helping HR team with visa renewals of staff.*
- *Organising office events*
- *Organising gifts and hampers for clients*
- *Helping office management in office tasks like grocery shopping, mail, booking taxis*

Dates April 2017 – April 2018
Position Office Manager/PA to CEO
Company Optimizer Invest Ltd

- *Managing daily office operations*
- *Working with Finance team on office budget and other finance work like credit card reports, reconciliations, reimbursements etc)*
- *Taking care of CEOs calendar and appointments*
- *Purchasing of flights and hotel bookings for staff*
- *Taking minutes*
- *Organising office events*

Dates August 2014 - October 2016
 Position Office Assistant (Office Administrator)
 Company Rational Gaming - PokerStars

- *Managing daily operations and administrative duties (meeting room booking, taxi booking, order office supplies, filing)*
- *Organising office Social & Charity events.*
- *Helping HR with New Starters, team building and training.*
- *Processing payments through IPOS.*

Dates May 2012 – May 2014
 Position Head of Cabin (Cabin Crew Manager)
 Company AirX Charter Limited

- *Managing daily operations and administrative duties*
- *Recruiting*
- *Crew Rostering*
- *Hotel bookings*
- *Flight checks (make sure company standards are kept)*

Dates September 2006 – March 2012
 Position First Class Cabin Crew
 Company Emirates Airline, Dubai

- *Other positions held with this company: Business Class Cabin Crew & Economy Class Cabin Crew*
- *First aid & Fire fighting training.*
- *First Class customer care and service.*

Dates -June 2004 – February 2006
 Position -Cabin Crew
 Company -Air Malta

Dates April -2002 – June 2004
 Position -Finance clerk