

MALKI KATZ

Administrative manager

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Jerusalem, Israel



SUMMARY

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

"Beit - Jacob" seminar

2010 - 2016

Completion of 12 years of schooling and full matriculation.

2012 - 2013

Studies as part of a technological major for visual design.

2016

Studying a multidisciplinary track, event production and administration, photography, banners.

SKILLS

- Has high organizational ability and can withstand pressure and multi-tasking
- Has a high learning ability and adaptability to different work environments.
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

PROFESSIONAL EXPERIENCE

2016-2017

Account manager at the CPA office "Gili Haskelson"

2017-2018

Senior secretary at the "Abramchik Properties" brokerage office

The work at the office included providing service to the office's clients, as well as fitting out apartments for clients and raising assets for the office.

2018-2023

Administrative manager at the office of Adv. Arbus - Kedem - Tzur

Ongoing management of the firm including legal submissions, dealing with representatives from other firms, diary and salary management for about 12 attorneys. Responsibility for the collection system in the office, establishing escrow accounts and producing invoices.

2016-2023

Producing and designing bars for events as a freelancer

LANGUAGES

Hebrew : mother tongue

English: professional working proficiency

Yiddish: Basic