



DIANA ABRAMOV

ADMINISTRATION MANAGER & P.A

About Me

My experience is Office and Operations Lead.

My forte is creating end-to-end great employee experience while leading complex Operational \ well-being projects.

Aiming to make people feel engaged and at home while at the office
I am highly organized and detail-oriented, which allows me to manage multiple tasks simultaneously while maintaining a high level of accuracy.

Work Experience

Krinsky Gotlib- office manager and personal assistant to the CEO (real estate developer)
2016- present time

- Managing the CEO's calendar and personal matters
- Overseeing the day-to-day operations of the office
- Answering phone calls and emails, coordinating meetings, and performing ongoing administrative tasks.
- Working with contractors, tenants, suppliers, and consultants.
- Multitasking and working under pressure, regularly monitoring and handling real estate projects.
- Working with law firms and architects, promoting and motivating the projects
- Responsible for organizing fun days and showing ongoing concern for the well-being of employees.

Marina Hotel Tel Aviv - office manager and event sales coordinator

2013-2015

- Customer service, managing customer inquiries and complaints, ensuring that they are resolved in a timely and satisfactory manner.
- Coordinated, accompanied and produced events for internal and external interfaces to ensure that everything promised to the client was carried out at the highest level.
- Marketing events and conference halls. including field meetings with business entities in Israel and abroad to promote our services and expand our reach.

Laline - Store manager

2010-2013

- Managing one of the main and most profitable branches of the chain.
- The position included recruiting and training employees, managing shifts, and work arrangements, handling employee welfare, cash register management, and analysis of sales reports.
- The sales promotion of the store's products and the company's promotions while emphasizing the arrangement of the store, promotion of selected products, and responding to the customer's needs.
- Ensuring customer service in the store, retaining customers and reaching the goals defined in sales aspects, while motivating to maximize profits.

skills

- multitasker
- excellent communicator
- self learner
- self driven

Language

- Hebrew
- English
- Russian

Education

- Diploma," Yoram Levinstein "Acting Studio
2004-2007
- High school Diploma , " Mekif Het"
1996 - 2002

Aiming for

- Pa
- Administration
- Operations positions
- Experience \ Welfare\ Hr