

# Keren Zohar Aboudi

[keren\\_ab@hotmail.com](mailto:keren_ab@hotmail.com) | 054-5333660 | Year Of Birth: 1975 | Ra'anana

- ✓ Administrative manager, experience in conducting in a multi-tasking environment alongside constraints and demanding schedule
- ✓ Extensive experience in office management, including ongoing work with customers and suppliers, task assignments, management of schedules and organization of welfare events
- ✓ High-level English, high work ethic, excellent organizational ability and excellent interpersonal skills

## Work Experience

### 2019-2022: iMDsoft Administrative Manager

- Ongoing office management
- Integrating a new employee (including employee cards, 10bis, parking tickets, organizing workstation and equipment.
- Welfare supervisor: managing the birthdays site, incentives for employees in the various departments, holiday gifts and events, happy hour events and company events, both independently and with production companies.
- Work with suppliers; negotiating and productions.
- Work with MyHr system for summoning and managing candidates for various positions within the company.

### 2014-2019: Medical Service Coordinator (Maccabi Health Services)

- Medical service coordinator: providing frontal and telephone responses to the members; commitment certificates, medicine prescriptions, scans, payments, absorption of members including new immigrants and non-residents. Providing a response in cases of public inquiries, online training, application and for dispatchers at the national ICT centers.
- Quality control of inquiries: monitoring the integrity of the inquiries from the drafting stage, handling and closing with the relevant entity. Writing feedbacks for preservation and improvement.
- Implementation of CRM systems within the district employees. As part of it, spatial training and provision a response on demand.
- Personal assistant to the regional medical director: managing appointments, helping to produce and manage events and organizing welfare for the doctors of the region (gifts, birthdays, holidays, toasts, conferences and vacations).

### 2011-2014: Office Manager (STKI)

- ongoing administrative work; Keeping a diary of two VP's, correspondence, photocopying and filing documents.
- Providing professional telephone answering and services to the company's customers, handling faxes, mail and performing couriers.
- Coordination of visits, trips to conferences and professional training; coordination of flights, hotels and lecture schedules.
- Recruitment support; sorting CVs, summoning statuses and conducting an initial interview.
- Management of the analysts work and organization of welfare events.
- Production of customer events: negotiating with suppliers, working with catering suppliers, formulating a design concept for the event site, coordinating and synchronizing all parties related to the event and operating the event on site.

## Education

- 2000-2003 – Courses in social sciences and psychology in Ra'anana College, branch of the Open University.
- 2016 – Personal Training and Wise Nutrition – School of Nutrition Coaches – NCS.
- 2017 – Group instructor on behalf of the Ministry of Education.
- 2018- NLP Practitioner – Adler Institute.
- 2019 - Expert in Guided Imagery and Change Impact Analysis - Adler Institute

**Languages** Hebrew – mother tongue | English – high level | Spanish – very good

**Computer Skills** Office | Web applications, SAP.

**Military service** full service in the Intelligence Corps as Sergeant of operations. (1996-1994)

\*\* Recommendations will be given upon request