

EYTHAN AMAR



CONTACT

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DIPLOMA

Real Estate Agent | ISRAËL
MINISTRY OF JUSTICE



2021

LANGUAGES

French

Hebrew

English

SKILLS

DEXTERITY



PRECISION

MOTIVATION

RELIABILITY

INTERESTS

Travel

Technology

Photography

Football

ABOUT ME

With extensive practical experience, I have cultivated strong skills in administrative and operational management. My precision and commitment to excellence are evident in every task I undertake, consistently achieving high-quality results. I am confident that my organized and detail-oriented approach will greatly benefit your team. Furthermore, my expertise in case management and client relations allows me to streamline processes and enhance efficiency, leading to improved productivity and client satisfaction.

EXPERIENCES

2021 - 2024

LAW FIRM | ISRAËL

Executive Assistant



- Routine administrative management and internal collaboration
- Calendar and appointment management
- Organization and archiving of documents
- Reception of visitors and management of telephone calls
- Proficiency in office software
- Contribution to workflow improvement
- Proactive resolution of daily issues

2020 - 2021

PROGRÈS PSYCHOMÉTRIQUE | ISRAËL

Administrative Assistant



- Registration management and follow-up of registration files
- Processing inquiries and support materials
- Ensuring the update of educational materials and resources
- Preparation of activity reports and periodic assessments
- Organization and coordination of educational events