

Product manager. Purchasing and Operations Manager.

Bar-Ilan University B.A. in: Management and Political Science. Bar-Ilan University



[LinkedIn](#)



Rishon LeZion



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- Possesses knowledge and experience in procurement management, operations, and organizational administration. Very high level of adaptability.
- Knowledge and mastery of labor law, recruitment (technological recruitment, freelance work), social networks, and LinkedIn.
- High technological orientation, mastery of ATS HR, ERP, CRM SaaS systems. Budget management. Self-learning

2023(Acting, temporary position) Operation Manager of the HaTikva Association.

Management of department managers, supervision of department plans, discussions on employee salary advancement, and changes in employment contracts. Formation of the organization's teams. Planning and managing the organization's budget, building and managing an annual budget for the departments and the entire organization NIS 5M, periodic reports, and reports to the association's committee. Digital migration plan for the organization. Building a document and task management system for all organizational departments based on NOTION software. Regulation of administrative processes. Training and accompanying employees in using the system.

2023 Owner and CEO TopBiz (UAE) Business index platform

Manage project topbiz.ae, responsible for the company's strategic direction and SEO operations. Specialize in WordPress and plugins, and digital analytics tools like Google Analytics, Microsoft Bing, and Google Search Console. Utilize AI technologies to deliver web advising services, optimizing website performance and online visibility. Conduct competitor research, track market trends, and implement strategies for sustained competitiveness.

2020 - 2021 Purchasing and Operations Manager, I-Feel Smart Home Systems.

Procurement Management. Purchase WAVE-Z standard products and products for smart systems. Responsibilities – the company's cash flow, and managing a monthly budget of NIS 600,000. Purchase orders in Israel and abroad (China, Italy) locating new suppliers. Managing negotiations with suppliers. Issuing checks, and payments to suppliers and contractors of the company. operations and logistics. Significant improvement and building efficient processes between the company's departments. Displaying data for months and years.

2020 –2021 Employment Consultant at the Israeli Employment Bureau.

Registration and acceptance of new job seekers. employment counseling, guidance for studies, and courses. Conducting personal interviews for job seekers and screening based on skills and level of motivation. Conducting training for job seekers on resume writing and job interviews. Rights, and obligations under the law.

Contact employers and handle employer orders. Staffing orders from employers and making the names by the list of existing open positions: sorting jobs, interviewing candidates, checking their suitability, and coordinating a job interview with employers. Track job candidates. Monthly analysis of jobseeker lists according to their status in placement processes.

2018-2020 Deputy CEO of NPO, Coordinator, and Recruitment of Human Resources, Business Project Manager.

Recruitment and absorption of employees and volunteers. Training of employees and volunteers. Conducting frontal interviews. Advertising jobs for employees on social networks, and job sites. Preparation of employment agreements.

Business Management Cafe Art Gallery, Dizengoff st. Tel-Aviv. Market research, purchase of equipment, the establishment of infrastructure, and solving problems related to opening and running a cafe-gallery business. Managing advertising channels, Instagram, and Facebook business accounts. Cash flow management, bank account, and payment arrangements with suppliers. Establishment of a sales system, menus, and computerized cash register. Customer Service. Organization of art and music exhibitions with the participation of diplomats and foreign lecturers are invited according to an accepted protocol in international relations.

2016-2018 Warehouse and Logistics Manager. Trans Technique Flow Control and Sealing 2001 Ltd

Computerized warehouse management in ERP SAP system, work in TP settings and ISO 9001. Purchase orders. Forecast control consumption warehouse inventory.

Managing a staff. Work management in a warehouse. Workshop management according to customer orders and supply consumption to customers.

Supply chain management and product distribution planning for the company's customers. Compatibilities between company departments. Distribution management, hazelnut planning, and driver routes. Outsourcing and outsourcing products.



2020-2023 Bar-Ilan University Bachelor's degree in multidisciplinary social sciences. Management, Psychology, Political Science

2011 Spector College IT Technician Comp TIA A + Microsoft

2007-2009 "Shvut Ami" Yeshiva study of the traditions, history, and liturgy of Orthodox Judaism a Lithuanian stream.



2004-2007 IDF. Combat operations, sapper, and military engineering skills. Nahal Brigade 932th Battalion. High service certificate.



High skills in Microsoft Office. ERP Hashavshevet, SAP. SaaS CRM – MONDAY NOTION, BITRIX, ZOHO. ATS.



Russian - mother tongue. Hebrew - Native language level. English - at an advanced level.



- Initiator and founder of a youth organization and for newly immigrated children, volunteering as a youth guide. Fundraising. Reports to donors
- Development of a soup kitchen project in collaboration with "Leket Israel" association. Distribution of food in special houses in the south of Tel Aviv. Volunteering in an organization
- Financial support for widows and families with low socio-economic status. Advice on managing the family budget.
- Mobilization of financial aid sources from the countries of Singapore, and China for volunteer projects in Israel. Organization of conferences and lectures. Establishment of long-term relationships.