

SAGIT IFRAH

📍 Yagel, Israel

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PROFILE

People oriented with excellent organizational and multi-tasking skills. Highly motivated, demonstrating great learning abilities, “can-do” approach and a strong systematic and personal view.

I have a lot of experience in small as well as very large companies and in various fields - project analyst, project management, office management, HR and welfare.

After collecting all the tools in my journey, I am seeking for a place where I would be able to develop my skills whilst contributing to the company's success.

I am fully confident with what I have to offer and looking for the next challenge and opportunity.



WORK EXPERIENCE

HR and Office Manager, Marpai, Tel Aviv

2019 – Present

- Handling all HR-related topics and procedures for both managers and employees.
- Designing and leading end-to-end sourcing and recruitment processes, including CV screening, phone interviews, coordinating professional interviews, in-depth HR interviews, issuing an offer, and overseeing the entire workflow to ensure a positive candidate experience.
- Responsible for employees' onboarding and offboarding process.
- Responsible for the company's welfare annual plan and budget, Overseeing and coordinating organizational activities from development to execution, including company events, happy hours, etc.
- Working closely with senior management and serving as a liaison between managers and employees.
- Responsible for payroll preparation, Compensation & Benefits assessment.
- Managing and supporting all administrative activities in the office, including suppliers engagement, negotiation and on-going communications, managing office supplies and anything related to office infrastructure maintenance, office renovation, new office construction, etc.
- Responsible for all financial processes - including payroll, suppliers and subcontractors payments, cash flow, invoices documentation, and bank account tracking.

PMO, Amdocs

2009 – 2019

- Updated and analyzed the business plan of the projects.
- Planned and controlled the projects' budget.
- Created tools and work procedures for managing the project budget based on an investigation and analysis of the project's needs in order to make decisions and make an efficient allocation of resources between the various projects/sites (Business plan, Dashboard, Most Likely reports).
- Built and managed a simulator, a tool that provides managers with the ability to simulate budgetary problems/issues at any given time.
- Provided recommendations regarding the planning of the resource quota, with reference to sites, ranks, etc.
- Monitored the employees' time reports, opened and closed reporting codes and limited them according to the budget framework.
- Planned the division's budget forecast and built quarterly/annual presentations.
- Controlled the projects' work plan, AI's and goals, led weekly status meetings with the managers.
- Planned and monitored the division travel plan.

Senior Logistic Admin, Amdocs

2008-2009

- Recruitment - defined needs with the management, sorted and screened out CVs, managed face-to-face interviews, summarized terms of employment with the candidate, prepared a training plan, managed new employee's onboarding process.
- Managed the division's secretarial team - provided professional support and ongoing response to the division's secretarial team, set expectations with the managers, improved and increased teamwork between the secretaries – worked on shared commitment and responsibility within the team (cooperation, open communication, knowledge sharing, setting goals, etc.)
- HR processes - performed evaluation discussions, bonuses, promotions and salary raises.
- Staffing - updated the personnel system and the division's staffing plan, issued monthly staffing reports.
- Managed the division's room system - responsibility for 1500 division rooms, built a model for allocating rooms to the different groups, responsibility for massive transition between and within floors and groups.
- Welfare - planned and organized welfare events for the division's employees.

Project Analyst, Amdocs

2004-2007

- Managed, planned, analyzed and controlled the division's business plan and budget.
- Controlled the utilization of resources inside and outside the division.
- Updated the personnel system and the division's staffing plan, built and updated the division's organizational structure.
- Managed on-going communication with suppliers and subcontractors in Israel and abroad, tracked and processed PO's and invoices.
- Organized project events and training days for the division's employees.
- Created internal procedures.
- Managed and maintained the division's website.

Executive Personal Assistant, Amdocs

1999-2004



EDUCATION

B.A, Dual Major, Psychology and Management, The Open University of Israel



SKILLS

Languages	Hebrew – Native, English- Fluent
Computer Skills	Full knowledge of Microsoft Office: Excel, Word, PowerPoint IMIS Vision