

Yoni Fainberg

Phone: 054-4336060 Email: Yoni.yf@gmail.com LinkedIn: linkedin.com/in/yoni-fainberg-012989151

Summary

Highly experienced in executive administrative management, providing support and assistance to management teams, and office operations management.

Proactive, energetic, diligent, with strong abilities to manage tasks under pressure. Excellent interpersonal skills, service-oriented, and pleasant to work with.

Languages :Hebrew – Native English - Very High Level

Seeking to join a position as an Office Manager or Personal Assistant

Work Experience:

2023 – 7/2024

Personal Assistant to Two Senior Executives / RAPYD Ltd

- Dynamic scheduling management for two senior executives.
- Providing cross-organizational administrative and operational services.
- Handling orders, procurement, business travel, and international guests.
- Work interface with the company's offices in Israel and abroad

2020 – 2023

Office and Operations Manager / ART MEDICAL Ltd

- Overall responsibility for all aspects of administration and operations within the company.
- Interface work with various departments such as finance, HR, production, and laboratory.
- Managing onboarding processes for new employees and assisting in their integration into the company.
- Scheduling and organizing meetings, events, and conferences.
- Responsible for employee welfare activities, including organizing fun days and parties.
- Monitoring employee attendance through software and manual records.
- Managing the day-to-day operations of the company's offices, including overseeing administrative and maintenance staff.
- Working with suppliers, negotiating contracts, and handling procurement agreements.
- Comprehensive responsibility for international business travel, including travel insurance, working with car rental companies, and booking travel services.

2019 – 2020

Administrative Manager and CEO Assistant / SIMPLIVIA Ltd

- Personal assistant to the CEO, participating in and summarizing meetings, handling expense reports.
- Led and set up the new headquarters in Hod Hasharon.
- Worked directly with managers and employees across departments at the headquarters and production plant.
- Responsible for business trips abroad, travel insurance, car rentals, etc.
- Coordinated and handled logistics for meetings and events for the company's distributors abroad, including hotel bookings, VIP transportation, and restaurants.
- Worked directly with board members, coordinated meetings, and prepared materials for board meetings.

2017 – 2019

CEO and Chairman Personal Assistant / Einat Food Industries Ltd

- Managed external and internal schedules for the CEO and Chairman, including meetings with clients and suppliers, meeting formats, and schedule tracking.
- Handled export orders, working with shipping and customs companies, preparing relevant documents, and tracking the process.
- Responsible for flights, hotels, car rentals, and expense reports.
- Organized events for company employees and management, supported HR activities, including birthdays and holiday gifts.

2012 – 2017

Marketing Director Assistant / Odis Filtering Industries Ltd.

- Managing the Marketing Director's schedules, organized meeting rooms.
- Managing VIP conferences and visits, including logistics, security protocols, materials preparation, meeting rooms, and catering.
- Supported marketing activities, contacted companies domestically and internationally to promote business cooperation, gathered information, and coordinated meetings.
- Led marketing projects, working with graphic designers and various suppliers.

2008 – 2012

Personal Assistant to the Trading Division & Customer Retention CEO / Gibor Sabrina Ltd

- Provided administrative support to marketing and sales, calculated commissions and bonuses, reviewed pricing.
- Renewed contracts with brand franchisees, approved invoices, and organized promotional and PR events.
- Managing customer complaints, leveraged complaints to improve and solidify customer loyalty, increased membership in the customer club.

Education Personal Assistant to

The College of Management – Rishon LeZion

Certificate Program: Two-year Business Administration program, specializing in Marketing and Finance

The College of Management – Tel Aviv

Certificate Program: Advertising and Public Relations

Military Service :Maintenance Audit Section Clerk, IDF Technological and Logistics Directorate