

Well-respected, trusted, perfect listener, accomplished public speaker with excellent business and creative writing skills.
Passionate sales and customer success manager

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EMAIL sskliarsky@gmail.com

SKILLS

Communications and good analytical
Full knowledge Microsoft Office
Customer Service
Administrative tasks
CRM

maintaining prospect databases, and reporting to managers. Working with **CRM**

2017-2018 Palma Law Office & Notary

Administrative Assistant. Buenos Aires, Argentina.

Procedures in the General Inspection of Justice, Land Registry, College of Public Notaries of Buenos Aires. Certifications. Banking procedures. Customer service. Office tasks.

LANGUAGES

Spanish- Mother Tongue
English- Proficiency
Hebrew- Basic

2016. Mosiewicki & Associates.

Legal procurator. Buenos Aires, Argentina. Advocate in the Buenos Aires city 8 province courts - civil and commercial jurisdiction.

2013-2014 Impulso repuestos Sri.

Administrative Assistant.

Administrative tasks and coordination of management & logistics. Prepared reports and supervised other support staff.

Responsible for all inbound intercompany, and outbound transportation, as well as distribution center operations.

EXPERIENCE

2023 Team 3

Security officer-British Embassy

2015 Organización para la continuidad Israelita (**Congregation**)

Administrative employee and Support Stuff. Buenos Aires, Argentina Administrative tasks and office support activities for the general manager and coordination of management and logistics. Scheduled, canceled, changed appointments, using all scripts PM and EEHR covering multiple phone lines, giving knowledgeable answers to questions and providing resources to people. Prepared documents for corporate meetings.

2022 MEMO Global

Inside sales representative. Tel Aviv, Israel. Sales Rep, working with Latin America. Identifying potential customers through direct phone calls, emails, assessing customer needs, closing sales,