

Marital Status: Married, with one child

Country of Birth: Israel

Residence: Green Kfar Saba

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Driving License: Valid

Professional Experience

1. Office Manager, Nafshi Aluminum Industries, 2020-2023

Managed the front office operations and fulfilled administrative tasks for the CEO, deputy CEOs, employees, guests, suppliers, and others. Responsibilities included:

- Managing schedules and coordinating meetings both internally and externally.
- Facilitating travel arrangements (flights, hotels, etc.) and managing guest schedules.
- Providing ongoing employee welfare support including office supply procurement, parking management, and general office upkeep.
- Assisting in organization of company welfare events.
- Performing various administrative tasks as required, and providing support to HR department and company management.
- Collaborating with various suppliers and internal departments such as HR, Finance, and Maintenance.

2. Data Analyst, 2020-Present

Accomplishments include:

- Developing simple and complex SQL queries.
- Utilizing advanced Excel functionalities (VLOOKUP, pivot tables, PMT, etc.).
- Creating visualizations using Tableau.
- Analyzing data through Python (Jupyter), Google Analytics, Facebook Analytics, and LinkedIn.

3. Data Analyst and Customer Success Manager, Hazi Bank Ltd, 2009-2019

Responsibilities included:

- Analyzing company reports using SQL and Excel to drive business improvement.
- Managing product lifecycle, from import to inventory management, providing technical service, and training company employees.
- Marketing and selling company products and providing professional solutions.



4. Quality and Safety Manager, Alubin Ltd, 2008-2009

Duties included:

משלוח מאטר ג'ובנט

- Managing product quality and safety, conducting product inspections, and presenting statistical analyses to CEO.
- Formulating strategies for product performance improvement.
- Facilitating company compliance with Standards Institute inspections.
- Optimizing company departments based on audit findings.

5. Biotechnology Engineer, Tnuva, 2007

Responsibilities included:

- Managing the production lines and participating in the R&D of new products.
- Ensuring company compliance with quality and safety standards.

Education

- 2003-2007 – B.Sc in Biotechnology Engineering, Ort Braude Carmiel.
- 2020 – Data Analyst Certification

Military Service

- 1997-1998 Communication Corps Jerusalem, completed full service with a discharge rank of Corporal.

Languages

- Hebrew- Native
- English- Fluent, including technical and scientific
- Russian – Conversational

Technical Proficiency

- Office Suite
- MATLAB
- SPSS
- ERP Software
- Tafnit
- Excel
- SQL
- Tableau

Skills

- Highly motivated and eager to learn.
- Excellent team player.
- Strong commitment to the workplace and attention to detail.
- Proactive with strong analytical abilities.
- Adept at data analysis and drawing meaningful conclusions.