



## EXPERIENCE

Rosh Haayin Israel  
Jun 2011 - Jul 2023

### Office Manager & Senior Travel Coordinator TEOCO

Managing all logistics & operations aspects, providing services to management and other employees such as: parking, invoices, purchasing orders, company meetings, VP calendars, glitches.

Handling food reservations for the whole company and cleaning company, onboarding and offboarding employees. Travel - Managing flights, hotels, visa, and transportation for all travelers.

Reporting directly to Director of finance while working closely with agency and travelers.

Company Representative as Security Trustee at the Airport.

Handling travel insurance for company employees and sending reports quarterly.

Invoices approvals for the finance department.

Working with a global team.

Closing agreements with suppliers

Raanana Israel  
2009 - 2011

### Purchasing Manager & Chairman's PA EMBLAZE

Negotiation with suppliers, managed PO

Reporting directly to CFO.

Provide services to employees, customers and suppliers.

Handling management and directors meeting of the company

Petah Tikva Israel  
2005 - 2009

### National Customer Service and VIP Service Department Supervisor IBM

Managing a team of 30 people.

Authority to define tasks and priorities.

Provide high-level customer service and retention, online and frontal customer service, accompanying the customer from the moment a complaint is received until its conclusion, while working with all the parties concerned - computer technician and laboratory, responsibility for shipping to the customer's home and more.

Support for the company's sales system - from bidding handling to customer charges.

## EDUCATION

Tel Aviv, Israel  
2007 - 2008

### Bookkeeping College of Management

## CONTACT INFORMATION

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### Nationality

ISRAEL

### Link

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## SKILLS

- Thinking out of the box
- Excellent negotiation skills with suppliers
- Always thinking how to improve work
- Highly motivated worker
- Great team player
- Service oriented employee

## LANGUAGES

### Hebrew

Native

### English

Advanced