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Career**2022- Today | HR and Administrator | Arya Cyber Security**

- Led the recruitment processes, successfully sourcing and onboarding top-tier lecturers specialized in cyber security. Facilitated the placement of course graduates in prominent industry-leading organizations.
- Oversaw and coordinated all company administrative activities, including the analysis of ongoing procedures to enhance work methods.

2019- 2022 | Operations and Employee Experience Manager | SundaySky

- Act as a first point of contact and support to IL site and respond to inquiries about People programs, policies, and other People-related events.
- Own various aspects of the employee lifecycle including the onboarding and offboarding process.
- Building an annual culture plan, which supports and emphasizes employee experience and its implementation at strategic and operational level.
- Responsible for the wellbeing experience of the employees through providing updated solutions in various fields of welfare including recognitions, birthday gifts, company celebrations, holiday celebrations and gifts, fun days, outstanding performance, happy hours, employee volunteer activities and more.
- Leading large-scale projects in the field of employee experience and office renovation.

2018-2019 | Social Media Manager | Freelance

- Manage social media content creation.
- Perform analytical reports, audience research and develop key relationships with influencers.

2016-2018 | Office and Benefits Manager | Attenti

- Ownership of all aspects related to the day-to-day office operations.
- Responsible for planning and execution of the company's wellbeing plan, activities, and events.
- Assist in the onboarding process for new hires.
- Support special projects and HR events.
- Collaborate with finance: Employee's attendance reporting, invoices, credit cards, payments, etc.

2012-2016 | Flight Attendant | El-Al

- Responsible for ensuring the safety and comfort of both passengers and crew.
- Provide exceptional customer experience and satisfaction.
- Solving complex situations in a creative way.

2007-2012 | QA | HP-Indigo

- Conducting print quality tests, providing consultation and advice to members of the department.
- Analysis and consultants of QA in the R&D department.

Education

2017-2019 | Technion

Interior Design Studies.

2013-2017 | Open University

BA, Communications, and International Relations Studies.

Military service

2004-2006 | Intelligent

IT Administrator, Tech division at 8200 unit.

- Deliver prompt and effective end-user support, resolving technical issues and ensuring optimal system functionality with minimal downtime.

Languages

- Hebrew- Mother tongue
- English- Fluent (speaking, reading, writing)

Recommendations Available upon request.