

KATYA SAPIR

Personal Assistant and Office Manager



Hello, I'm an experienced Personal Assistant and Office Manager with a strong background in supporting senior executives and managing office operations.

I excel in administrative tasks, project coordination, and providing high-level support to ensure smooth daily operations.

I am highly organized, proactive, and adept at managing multiple tasks simultaneously while maintaining a positive and professional attitude.

☎ 052-7047147

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📍 Rishon le Zion

Education

- Bachelor's Degree in Economics and Business Administration (2005-2007): Ariel University, Israel.
- Full High School Diploma (2000-2003): "Hodiyot" High School, Herzliya (graduated with honors).

Skills and Competencies

- Office Management: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), SAP, and general office management software.
- Communication: Strong written and verbal communication skills in Hebrew (native), English (high proficiency), and Russian (fluent).
- Organizational Skills: Expertise in multitasking, time management, and maintaining organized office environments.

Languages

English, Hebrew, Russian

📁 Work Experience

Netanel Group

Personal Assistant and Office Manager

- Coordinated all administrative functions and supported project managers in various tasks.
- Managed relationships with suppliers, contractors, and external partners, ensuring effective communication and timely execution of tasks.
- Organized meetings, prepared reports, and maintained comprehensive project documentation.

Stella Project Management Ltd

Personal Assistant and Office Manager

- Oversaw office operations, including managing calendars, organizing meetings, and preparing documents.
- Provided support in budgeting, procurement, and handling all aspects of office administration.
- Coordinated with clients and partners both locally and internationally, ensuring smooth communication and project execution.

Topban Ltd Real Estate Development

Personal Assistant and Office Manager

- Oversaw office operations, including managing calendars, organizing meetings, and preparing documents.
- Provided support in budgeting, procurement, and handling all aspects of office administration.
- Coordinated with clients and partners both locally and internationally, ensuring smooth communication and project execution.

Proportion /Sun Clinic

Administrative Manager

- Managed daily administrative operations, including staff scheduling, client correspondence, and office supply management.
- Implemented office policies and procedures, enhancing operational efficiency and workflow management.
- Handled negotiations and facilitated meetings with clients, enhancing customer service and satisfaction.

2023
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2021

2021
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2018

2018
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2012

2012
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2006

References available upon request.