



GALI SHIRYAN

Office & Travel Manager - EMEA

Vast & proven experience in travel, working around the clock to facilitate employees needs. Always there to make changes and to solve unexpected problems online while maintaining the best budget possible



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

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