

MAAYAN ALUFY

EXECUTIVE ASSISTANT | OFFICE MANAGER
MAAYANALUFY@GMAIL.COM | 050-719-4221

OBJECTIVE

I am a driven and hardworking individual who is organized, fast, and quick to adapt. problem solver.

SKILLS

Proficient in Office Suite
Fluent in English and Hebrew
US and IL citizen

EXPERIENCE

OFFICE MANAGER • ASENCUS SURGICAL • ISRAEL • 2022 – 2023 (MATERNITY LEAVE)

- Responsible for handling a wide range of administrative and executive support related tasks, such as: Office inventory, Scheduling and Managing executive teams calendars, Booking conferences, Coordinating all travel arrangements, including approving travel requests, booking hotels, scheduling pick up/ drop off, etc.
- Assists HR in scheduling interviews, working with recruiters, preparing onboarding agendas, collecting employee working hours, sick days, and vacation days
- Assist the local team with purchase requisitioning (SAP)

OFFICE MANAGER • OLIN • ISRAEL • 2021 – 2022

- In charge of all the office's budgets, invoices, collection, employees and salaries
- Project management; responsible for several projects, such as: increasing company's revenue, freelance contracts, etc.
- Internal communication owner; creating communication plan, delivering contacts like events, updates, and activities

OFFICE MANAGER • YOTA ENTERPRISES • NV, USA • 2017 – 2021

- Managed executive calendars and shift scheduling
- Responsible for accounting including expenses, salaries, inventory orders etc.
- Managed end-to-end offsite logistics of events, exhibitions and shows including travel schedules, negotiating with vendors, branding, and marketing material

OFFICE MANAGER • PROFESSIONS BUSINESS SOLUTIONS • NV, USA • 2015 – 2017

- Managing office upkeep and ongoing needs, providing customer support and calendar management
- Working closely with government regulators including IRS to ensure up to par business practices
- Worked in a dynamic, fast pace and time sensitive work environment

INSURANCE CLERK • ROSENFELD INSURANCE AGENCY • ISRAEL • 2014 – 2015

- Insurance policy sales and customer support including billing
- Required a deep knowledge of the various insurance policy offerings and customer support hand on work

EDUCATION AND MILITARY SERVICE

RABIN HIGH SCHOOL, KIRYAT YAM • 2006

Majored in Communications and graphic design

CERTIFIED AGENT FOR IMPORT, EXPORT AND INTERNATIONAL TRADE, ISRAEL CHAMBER OF COMMERCE • 2014

HEAD OF "HAMAL" WAR ROOM • 417 BRIGADE • 2007-2009