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Over 20 years of experience in administration, working with company executives and employees. Customers, suppliers, multiple calendar management, flight coordination and overseas trip schedules. High communication levels, English as native and fluent Hebrew. Multi-tasking, high motivation and excellent human relations, fast learning ability.

Skills

Hebrew & English fluent speaking, reading and writing. Full knowledge of Outlook, Word, Excel and Microsoft Office environments.

Work History

2020/02-Current	Office Manager TeraSky Ltd. Petach Tikva, Israel Multiple calendars management of technology and sales teams, coordination of overseas trips, negotiations with suppliers and service providers, fleet management of company vehicles and mobile phones. Assisting financial dep.
2019/02-2020/02	General Managers' PA Programa Logistic Systems Ltd., Raanana, Israel Calendars management, prioritizing issues and tasks, coordinating meetings, schedule overseas trips flight and hotels reservations, travel reports, engaging important processes with legal and financial entities, purchasing, communication and negotiations with suppliers, professional and personal arrangements.
2011/01-2018/07	General Managers' PA Shafir Production Systems Ltd. Tzur Igal, Israel Managing multiple calendars, coordinating business trips, project reports preparations from Priority system, travel reports, assisting HR with employees well-being and recruitment.
2006/01-2011-01	Administration Manager Yaskawa Technologies Ltd. Rosh Ha'ayin Israel Calendar management, business trips coordination, company vehicles fleet and mobile phone coordination, assisting HR with employees well-being. Exhibitions logistics preparations management.

Education

High School Diploma, Rene Cassin High School Jerusalem

