

Shani Ben Meir

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Experienced in teamwork, and creative thinker. Love to learn new technology.

Education

October 2021- Current:
bachelor's student in Management Information Systems at Peres Academic Center.

Avg: 88

Work experience

10/2021-Current: Office Administrator, Ministry Of finance (Student position)

Work at the Regulated Financial Services Department and the Information Systems Department.

- Provide personal assistant support to the firm's Senior Partners
- Maintain an organized and clean office environment.
- Ensure the smooth execution of day-to-day office activities, including reception, meeting coordination, and inventory management.

2018-2018: Store Manager

- Management of inventory
 - Logistical operation of the store
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Military service

2016-2018: Full military service as an electronic equipment check.

- checking the integrity of electronic devices, computers, and other technical equipment.
 - Training of new soldiers joining the unit.
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Computer Knowledge

Office | Python

Languages

Hebrew- native | English -High level