

SARA KHATIB

sara.k4444@gmail.com | +44 (0) 78278 35943
<http://www.linkedin.com/in/sara-k4>
Address: Burnley, Lancashire

PROFESSIONAL PROFILE

Creative

Sharp

Ambitious

Collaborative

Well-travelled, personable, loyal and pragmatic, with over 20 years of experience in high level support as an executive and private assistant, business office operations, administration and office manager in addition to a special projects manager.

Excellent communication skills, approachable, with the ability to engage with team members and clients at all levels. Organised and ruthlessly efficient - streamlines processes to mitigate costs, negotiates with third parties to secure favourable T&Cs. Delivers elevated expectations through presenting solutions, developing processes, implementing structure, and changing or enhancing the status quo to transform working relationships.

Exceptional attention to detail and accuracy. Skilled at adapting in any challenging environment, working alongside various departments, senior directors, UHNWIs, C-Suite, board and stakeholder level. Leading, actioning and playing a crucial role in relationship building and business growth. Providing essential hands-on support in both privately run and fast-paced large corporate companies, including accomplished experience in start-up and scale ups.

Confident and engaging, bringing professionalism, discretion and personality to the workplace, meeting challenges head on with creativity, passion, sound judgement and ambition.

TECHNICAL | KEY SKILLS

Microsoft Office Suite & G-Suite
CRM: Salesforce, Zoho
Conflict & problem resolution
Jira & Confluence (Atlassian)
Facilities & logistics
Strategic planning

Zoho Projects | Trello | Reevo
Comparative analysis reports
Complex diary & travel management
Negotiation & implementation
Managing budgets
LinkedIn Recruiter

Recruitment & onboarding
Commercial & marketing
Oracle Procurement
Project management
Event planning
Stakeholder Engagement

HIGHER EDUCATION | FURTHER TRAINING

Regular quarterly Financial Compliance and AML training and testing	22-23
Fundamental coding: HTML, Java & CSS Code Institute (Certificate -100% Merit)	2021
Digital Marketing and Analysis, Google The Open University	2020
Financial Compliance and Cyber Security Training Astute LXP	2019
Counter Terrorist Financial Training	17-18
NVQ BCS Levels 3 and 4 All Microsoft Office Applications	07-08
3 x A -Levels History of Art Fine Art Textiles (Grade A-B)	94-97
7 x GCSE's: English Lang. & Lit., Science, Math, French, History, Geography, Art & Design	89-94

LANGUAGES

ENGLISH: Mother tongue | SPANISH: Fluent | EGYPTIAN ARABIC: Advanced/ Intermediate | FRENCH: Basic/ Learning

CAREER HIGHLIGHTS

- The entire setup and management of Keensight Capital's second 80 person London office; arranging the build of furniture to sourcing and negotiating with contractors for new fibre cabling and power to desks etc. Saving the company from outsourcing
- Gimo's website restructure and new marking implementations were taken from my comprehensive and competitive market research of which I created analysis reports which were then presented to the CEO, CTO and COO
- Joined Koine as one of the first 5 starters, implemented new documentation and processes from scratch. Playing a major leading role in supporting business growth and expanding the team to a thriving office of 80+.
- Project managed Koine's first office set-up and subsequent second office upgrade – negotiated all contract terms and conditions, IT and phone systems, managed suppliers, facilities and directed logistics and resources, cutting costs and obtaining special rates with suppliers saving approx. £40k in under 12 months
- Mitigated monthly costs for 75+ mobile network contracts at Mindtree Ltd, saving at least 50% on annual spend (circa £90K pa at that time)
- Negotiated brand new terms and contracts for the new Mindtree London office relocation in 2015 saving annual company costs of c.£75k (2016)
- Initial contract with Mindtree Ltd extended from 3 months to 8 months in recognition of outstanding project delivery, then head hunted and promoted for second contract term following a brief sabbatical

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT | OFFICE MANAGER

Keensight Capital | London | Jan – Jul 2024 (*contract as relocated*)

A leading global Private Equity firm founded in 1988 with offices in London, USA, Spain, Singapore, and headquartered in Paris. Keensight specialise in European growth buyouts in technology and healthcare. Raising c.€3bn in funds in 2023.

- Diary and scheduling support to Partners and Senior Management
- Heavy travel support and booking for the entire London office
- Administration management; approve and query invoices, reconcile company credit card expenses, source and negotiate new accommodation / hotel contracts
- Office management, negotiate contractor fees; liaising with suppliers, estate manager, IT service providers, setting up VCs,
- Holding bi-weekly office management catch up meetings and manage and set up team monthly lunches
- Sole set up of the second office 6,000 sq ft space, Working to tight deadlines, completion dates, liaising with electrical contractors and project planning

EXECUTIVE ASSISTANT TO CEO | OFFICE MANAGER

Elwood Technologies Limited (Elwood) | London | Dec 2022 – Dec 2023 (*redundancy - staff reduced by 30% due to new restructuring and new CEO and C-Suite leadership*)

Founded by Alan Howard of Brevan Howard, one of the world's largest hedge funds, with key investors such as Goldman Sachs, Chimera Capital, CommerzVentures and Dawn Capital. A scale up global fintech company, building an infrastructure for digital assets and providing market access to the world's leading crypto trading and liquidity venues through a single end-to-end integrated platform, connecting to global crypto exchanges, custodians, and liquidity providers.

- Optimal calendar and email management, agenda preparation for board meetings and follow up actions
- Travel coordination, booking all flights and hotels for CEO, C-Suite and board members
- Frequent liaisons and scheduling with UHNWI, investors, stakeholders and shareholders at the highest level
- Assisting marketing with creative ideas and social media posts
- Collaborating with cross-functional teams with effective communication and coordination to support business projects and objectives
- Facility management for maintenance works, reporting faults, repairs, control activity i.e. monitoring staff requirements and resolving concerns and new starter queries in the absence of HR
- Liaisons with suppliers; sourcing new suppliers and reviewing old terms and new contracts
- Managing expenses and administrator for the online company travel portal, resolving issues and queries globally
- Event planning for staff socials and company events, managing budgets; expense tracking, venue hire and negotiations

EXECUTIVE & PERSONAL ASSISTANT TO FOUNDER, CEO | OFFICE MANAGER

Logixal Solutions Ltd | London | Jul – Dec 2022 (*headhunted for next opportunity*)

IT services, cyber security and cloud-based technology services and solutions

Business Projects

- Track and observe weekly IT project manager meetings, social media posts, and report issues on addition to problem solving ideas to CEO
- Applied, and successfully obtained a Business Visa License for the company and application for the sponsorship of an employee
- Liaising and following up with IT tasks for project managers and scheduling meetings for the CEO
- Daily use of Salesforce and Zoho Projects for task creation and reporting updates
- Recruitment: sourcing CVs managing pipelines, scheduling interviews and taking ownership of the selection process
- Supporting the new starter on-boarding process from start to finish, obtaining references and checks and creating offer letters and contracts etc.
- Creation and completion of skills and training matrix
- Generate POs and processing invoices
- Assisting in the preparation of internal and external audits for ISO certifications

Private Projects

- Assistant to CEO and founder, booking all family trips and transport
- Self-managing and taking care of portfolio of up to 15 residential and commercial private properties; problem solving and arranging maintenance issues, working with third party agencies, hiring of new household staff
- Overseeing and rectifying issues with personal accounts and other ad-hoc businesses

EXECUTIVE & PERSONAL ASSISTANT TO CO-FOUNDER | SPECIAL PROJECTS MANAGER

Global Interactive Marketing Online | London | Aug 2021- Jul 2022

International online casino and sports betting. Running and marketing brands such as 777 Casino, Betfirst, NetBet UK, amongst other affiliates.

Business Projects

- Coordinating diaries for internal and external international calls and business meetings in different time zones
- Responsible for collating confidential documentation and data and the submission for enhanced security checks for new licences
- Oversee and manage and screen share live updates during C-Suite weekly Sync meetings with all C-levels and heads of department
- Track and observe weekly project manager meetings with CTO, make key notes and put forward suggestions to problem solve issues
- Liaising and following up with product and project managers with roadmap goals, capacity reports and technical goals
- Daily use of Confluence, Jira, Trello and Reevo software for task creation, reports and updates. Managing all overtime claims from internal and agency sourced developers abroad
- Creation of RACI charts, review presentations for stakeholders and partner meetings, conducting small internal audits and reporting on KPIs
- Researching, creating and presenting various PowerPoint marketing UX/ UI analysis reports to the founders, CEO, CTO and COO

Private Projects

- Booking all family trips in International and Europe, ensuring private residences are ready, booking VIP transport. The handling of last-minute and complex travel and arrangements, translating services, medical and school appointments etc.
- Consulting with private staff abroad, making invoice payments, expense handling, international courier arrangements
- Completing visa applications, locator forms, passport renewals, embassy appointments and preparing all required documents
- Self-managing and in charge of the full application of registering a new charity; completing paperwork and policy trustee documents, creating presentations, a business charter list, PR and uploading supporting documentation for the charity application process for submission to the official government Charity Commission body
- Overseeing and rectifying issues with personal accounts such as issues with logins and profile updates and uploading missing documentation
- Project planning for large home renovations/ extensions, collaborating with architects and structural engineers and creating comparison and breakdown reports lists and scheduling dates

EXECUTIVE & PRIVATE ASSISTANT TO FOUNDERS & CEO | GLOBAL HEAD OF OFFICE SERVICES

Koine Money Ltd | London | Sept 2017 - Feb 2021 (company went into administration due to Covid)

One of the first five employees. Crypto digital asset custodian start-up.

- Business and private assistant to 2 x founders, gatekeeper to CEO and chairperson
- Booking frequent international business travel for CEO and C-Suite, including hotels, private functions, cars, meeting venues, upscale restaurants, and personal family travel, working with different time zones worldwide
- Managed inboxes and distributed quarterly shareholder letters. Regular liaisons with universal clients, setting up meetings with investors and stakeholders worldwide
- Organised crypto summits, presentations, arranged attendance for Family Office Forums, facilitated improved sales statistics through relationship building and networking with new and existing clients
- Working with the sales team, creating NDAs, LOI's, assisting in the onboarding of new business clients
- Frequently acquired new suppliers and set up new business accounts, reviewing business contracts and SLA's
- Company budget planning, researched and negotiated employee private health insurance, travel insurance, and various business insurances (employers, public liability, contents, cyber, data and rest) ensuring optimal value for money

- Directed all planning of first and then second larger office move, working with floor plans, negotiating terms, planned and successfully reassigned all equipment and personnel
- Saved over £40K in under 12 months through effective negotiations with suppliers and property owners
- Main administrator for Office 365 including cloud based OneDrive, the creation of emails and setting permissions
- Purchased Koine's domains; managed and sourced all URLs before setting up and the migration to a hosting site
- Ran all IT, support and incidents; demonstrated outstanding skills in root cause analysis and troubleshooting
- Facility management for maintenance works, reporting faults, repairs, control activity i.e., office security, monitoring staff
- Upon joining, managed all new starter processes, prepared all contractor, employee agreements and induction procedures
- Provided staff training on IT systems and health and safety inductions. Produced office and filing processes, managed expenses, instructed external payroll on remuneration, bonuses and the rest. Answered all general employee queries
- Supervised all staff facilities and managed the upkeep of equipment and supplies to meet health and safety standards, purchasing all supplies; laptops, desktops, other hardware, and software and coordinating new installations
- Collaborated with the founders, designers, and development team to create the company brand, logo and website including marketing ideas and posting updates on social media

FOUNDER & DIRECTOR

SK Events & Consulting Ltd | London | 2017 - 2019

Providing freelance event planning and creative marketing services for various businesses and HNWI (*evenings and weekends-ad-hoc*)

EXECUTIVE ASSISTANT TO VP & HEADS OF EMEA

Verifone UK | London | Feb - Oct 2017 (*self-employed*)

A well-known, global payment provider. Application, security technology, gateways and omni-channels.

- Provided executive level support to Vice President and 3 senior Directors in this global FTSE 100 company operating globally
- Managing various international diaries and time differences for large corporate meetings, global travel and accommodation needs for the president (including personal engagements), C-level, directors and their clients/associates
- Demonstrated expertise in the use of Oracle iProcurement to approve and enter expenses and create new purchase and requisitions orders, being assigned to train existing multi-departmental employees on the system

PERSONAL ASSISTANT TO PARTNERS

Mercer & Hole Chartered Accountants | London | Oct 2016 - Feb 2017 (*temporary - offered permanent*)

A top 40 accountancy firm founded in 1905.

- Conducting various levels of support to two Partners & optional support to other Tax & Trust Managers
- Working on the practice management database (VPN) typing letters, billing; including preparing invoices

CHARITY WORK COORDINATOR

The Felix Project | London | Apr - Aug 2016 (*part time/ charity - unpaid*)

Coordinator and driver. Collecting food from large supermarket chains, wholesalers, and other food suppliers to reduce food waste and food poverty by distributing unwanted food to local charities, churches, and shelters.

HEAD OF ADMINISTRATION | INTERNAL ONBOARDING OPERATIONS

Mindtree UK Ltd, London | May 2015 - Feb 2016 (*recalled a second time, offered perm*)

A global technology enterprise providing IT solutions, consulting and services provider

- Managed 500+ contractors based at client locations and the office based senior leadership team
- Saved annual costs of circa £80K through negotiating favourable terms for a new London office move
- Upgraded and negotiated 70+ mobile phone contracts saving the company 50% of the annual spend
- Arranging accommodation for international contractors arriving to the UK, sole responsibility for the preparation and fast process of all legal documents for employees; documenting visas, resident permits, bank accounts and other policy insurances
- Managing and updating files; managed ample audit preparations to ensure 100% compliance by external government bodies from 'Home Office'
- Hosting and organising team events, festive events, client dinners and quarterly European sales meetings, as well as organising and raising money for corporate charity fundraising events
- Supported large projects to attract new clients including preparing all presentation materials and management information
- Awarded 'Enabler of the Month' out of 15,000 employees by the head of board of directors for exceptional quality preparations and presentations which impacted the winning outcome of a large multi-million-pound contract

LEAD BUSINESS ADMINISTRATOR

Manchester Business School | Manchester | Jan-April '15 (*temporary whilst in Manchester*)

SABBATICAL | Manchester | April 2014 - May 2015 *(left London to be a temporary home carer)*

EXECUTIVE ASSISTANT TO VICE PRESIDENT | HEAD ADMINISTRATION MANAGER

Mindtree Ltd | London | Sept 2013 - April 2014 *(self-employed - recalled in May 2015)*

VARIOUS ROLES | LONDON | 2008 - 2013

EMPLOYMENT ABROAD | 2001-2008

Front of House Manager and Events | Nikki Beach Hotel and Resorts | Marbella, Spain (2nd job on evenings and on weekends)

EA | Administration & Logistics Manager | Sales, Real Estate | Seven Over Seven Trading | Madrid, Paris, London & UAE

Charter Manager | Fairline Andalucía Luxury Yachts | Andalucia, Spain

General Manager | Luxury Sports Car Hire | Marbella, Spain

PERSONAL PROFILE

Enthusiastic

|

Loyal

|

Generous

|

Solid

Passionate about family, animals and nature. Creative, loyal and sociable. I enjoy walking, the outdoors, charity work (and fundraising i.e I ran the 2021 London Marathon for a charity), other volunteering when possible.

I enjoy history, reading and creating art pieces, painting and photography. Visiting art galleries and networking at events. I also do some freelance work creating and designing new business logos, analysing company websites and sharing marketing strategies/ ideas for small businesses.