



Victoria Avisar

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*My Contact
Details*

Summary

Organized, highly motivated, and proactive, ready to take on challenges and find creative solutions for various problems
Effective in working with multi-interfaces, Multitasks and projects.
Service-oriented with great interpersonal skills.

Work Experience

*My Recent
Job*

2023-Present BackOffice "Netizigim"

Perspiring government documents for signing for helping the customers to stand with Israeli standardization.

Assisting in the company's tasks in order to meet the goals required in the company's core areas.

2022-2023 Import coordinator "Shufersal"

Work with suppliers and the Standards Institute of Israel

Handling and managing new orders

Supplier management, orders and payments in the system SAP

2017 Customer service "Mei-Avivim"

Providing services to citizens in a variety of areas, including meeting goals in short periods of time [Responsibilities, Duties and Tasks performed]

Customer response and solution and ongoing internal work with the corporation's managers

Education

2023-Present QA Check "The Automation Collage"

[Qualification gained (level)]

2020-2023 BA in Business Administration Peres Academic Center

Specialization: in Finance and Accounting

Military Service

Sectary Israeli Air Force

Administrative organization and document management.
official Assimilation of data in the computerized system

Skills Full control of computer applications
Microsoft Office - Excel, Word, PowerPoint
Mail - Outlook, Google Calendar
Order and payment management in the system-SAP

Languages English – Fluent
Hebrew – Fluent
Russian – Talk