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|  | **Curriculum vitae** |
| **Personal information** | A highly motivated, confident individual with exceptional multi-tasking and organizational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with directors or senior managers. Possessing a proven ability to help managers to make the best use of their time by dealing with their secretarial and administrative tasks. Ready and qualified for the next stage in a successful career. Currently looking for a suitable PA position with an ambitious company. |
| Name | ***Kseniya Halyamshina*** |
| Date and place of birth | *30/10/1992 , Belarus* |
| Marital status | Single |
|  | C:\Users\Admin\Desktop\179.jpg |
| Mobile &Email | *+971552128342*– [ksyusha\_30@mail.ru](mailto:ksyusha_30@mail.ru) |
| **Educational information** | *MOSCOW UNIVERSITY OF INDUSTRY AND FINANCE “SYNERGY”*  *INDUSTRIAL PHSYCOLOGY* |
| Professional Experience | |
|  | **January 2021 – Present** |
| Title | Sales Manager |
| Name of employer | ***Sobha Realty*** |
| Summary of works accomplished | * *Meeting with the clients virtually or during sales visits* * *Demonstrating and presenting products* * *Establishing new business* * *Maintaining accurate records* * *Attending trade exhibitions and meetings* * *Reviewing sales performance* * *Negotiating contracts and packages* * *Working towards monthly target* |
|  | **February 2018-April 2020** |
| Title | Administration coordinator |
| Name of employer | ***The First Group Real Estate*** |
| Summary of works accomplished | * *Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.* * *Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.* * *Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.* * *Completes operational requirements by scheduling and assigning employees; following up on work results.* * *Greet and assist all visitors* * *Confirm the clients appointments over the phone* * *Work cooperatively with the departments* * *Support other teams with various administrative tasks* |
| Date | **March 2015 – February 2018** |
| Title | **Sales&Marketing Executive** |
| Name of employer | ***The First Group Real Estate*** |
| Summary of works accomplished | * *Promote the benefits of investing with The First Group* * *Generate contact details of potential clients* * *Generating appointments for viewings, mortgage advisors, valuations.* * *Organizing viewings for Direct Sales* * *Taking referrals and organizing a portfolio of strong potential clients* * *Responsible of executing sales transactions* |
| Date | **August 2014 – March 2015** |
| Title | **Sales Consultant** |
| Name of employer | **“Sapphire Town” Real Estate** |
| Summary of works accomplished | * *· Complete lease form or agreement and collects rental deposit.* * *· Responsible to play an active role in the renewal process.* * *Generating appointments for viewings, mortgage advisors, valuations.* * *Negotiating with potential sellers and also buyers.* * *Advising clients on which properties to buy or let.* * *Writing up tenancy agreement contracts* |
| Date | **February 2013 – August 2014** |
| Title | **Personal Assistant to CEO** |
| Name of employer | ***“Electraking FZE”, U.A.E., Dubai*** |
| Summary of works accomplished | * *Perform all secretarial and administrative duties* * *Prepare project summaries and other presentations for internal and external use* * *Ensure proper handling, filing and archiving of documentation* * *Oversee all travel arrangements and hotel bookings/reservation for CEO* * *Manage CEO’s calendar* * *Manage and file all incoming correspondence* * *Responsible for issuance of notices and memos and distributing to relevant departments accordingly.* * *Screen phone calls, inquiries and requests, and handle them when appropriate* * *Organize internal and external meetings* * *Execute highly confidential documents and records and file them appropriately* * *Process expenses reports, invoices, LPOs* * *Assist or organize company’s events/seminars/trainings* * *Meet and greet visitors at all levels of seniority* * *Liaise with vendors, suppliers, internal and external staff* * *Participation in Exhibitions and attending business networking events.* |
| **Language & Communication skills** | * *English - Fluent reading, writing and speaking ability.* * *Basic German - Able to speak but not fluent* * *Russian - native language* * *Belarusian - native language* * *Arabic - basic* |
| **Key Skills** | * *Excellent communication skills able to liaise confidently with senior management.* * *Good understanding of Director level responsibilities.* * *An excellent level of attention to detail.* * *Able to work on your own initiative and to tight deadlines.* * *Experience & knowledge of Microsoft Office, PowerPoint, Excel, Outlook,CRM, HRMS* |