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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  |
| **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* *Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.*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*
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| 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*
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| 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*
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| 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.*
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| **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*
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| **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*
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