



Yuliya HIMARDZINA

Executive Assistant

at AE7 Morse Architecture & Engineering Consultancies C?

Location: Dubai, United Arab Emirates
Education : High school or equivalent,
Management
Experience: 20 Years, 9 Months

CONTACT

Location: Dubai, United Arab Emirates
Name: Yuliya HIMARDZINA
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Country: Dubai, United Arab Emirates
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LAST ACTIVITY: 2022-05-19

REF.: CV14708559

TARGET JOB

Target Job Title: Executive Assistant

Career Level: Mid Career

Target Job Location: UAE

Career Objective: Highly organised, attentive, and experienced Executive Assistant capable of providing full administrative assistance to multiple Directors showcasing ability to skilfully multitask and handle large workloads through effective organisation and diligent execution of work. Fully proficient in the composition of a wide array of documentation including commercial proposals, tender submissions, pre-qualification and more. Skilled in maintaining meticulous records of confidential correspondence including letters, agreements, and reports.

Employment Type: Full Time Employee

Target Monthly Salary: AED 12,500 (≈ USD 3,403)

Notice Period: Immediately

PERSONAL INFORMATION

Date of Birth 6 May 1977 (Age: 45)

Gender Female

Nationality Belarus

Additional Nationalities -

Residence Country Dubai, United Arab Emirates

Visa Status Residency Visa (Transferable)

Marital Status Single

Number of Dependents

Driving Licence Issued From United Arab Emirates; Jordan

EXPERIENCE (20 YEARS, 9 MONTHS)

June 2014 - Present

Executive Assistant

at AE7 Morse Architecture & Engineering Consultancies Co

Job Role: Administration

Provide full administrative assistance to five company Directors. Compose, formalise, and issue various documentation including commercial proposals, tender submissions, pre-qualification and more. Create and develop marketing related materials. Deliver, distribute, and keep record of marketing and project related confidential correspondence, such as letters, agreements, and reports etc. Manage Director's expense records, calendars, and meeting arrangement.

Key Contribution:

Wide contacting with KSA, Qatar, Egypt and other countries, where company received contracts. Following and preparing all sub-consultants contracts.

January 2012 - May 2014

Stock Coordinator

at Salti Brothers and Partners Co

Job Role: Logistics and Transportation

Main responsibilities included execution of purchase, sales, stock, and accounting documentation and duties including collection documents, petty cash, and account statements of customers. Other functions included sales & stock reporting and analysis.

April 2009 - May 2014

Coordinator

at Tazweed Building Materials

Location: Jordan

Company Industry: Construction & Building

Job Role: Administration

Core functions of role included execution of purchase, sales, stock, and accounting documentation and duties including collection documents, petty cash, and account statements of customers. Followed up and carefully tracked purchases. Sought and located suitable supply sources. Completed full follow ups with CIS suppliers. Translated offers, contracts, invoices, and specifications from and to English. Presented company at conferences within CIS countries. Arranged and supported Marketing and Sales Director's business trips.

Key Contribution:

Secured a contract with a wood supplier that significantly boosted company's wood sales. Accelerated wood sales by translating Russian wood government standards.

January 2009 - April 2010

Sales Coordinator

at Madar for Building Materials Co

Location: Jordan

Job Role: Sales

Conducted full execution of all sales documentation. Supported sales personnel with relevant documentation and information. Prepared sales department reports and maintained records and correspondence. Prepared sales department's PowerPoint presentations. Sought, located, and corresponded with suppliers in the CIS region.

Key Contribution:

Our office was the best in presenting our services and results during my occupation.

March 2008 - January 2009

Manager

Job Role: Management

March 2007 - March 2008

Volunteer

Job Role: Medical, Healthcare, and Nursing

February 2005 - March 2007

on Stage

at Belarusian State Philharmonic Society

Job Role: Engineering

March 2004 - February 2005

Manager

at Dalidovich Co

Job Role: Management

April 1997 - September 1997

Personal Assistant

Job Role: Administration

May 1996 - April 1997

Sales Representative

Job Role: Sales

September 1994 - September 1995

Accountant

at Polygene Co

Job Role: Accounting and Auditing

EDUCATION

High school or equivalent, Management

at Center

Location: Jordan
January 2009

courses: - Business Training "Active Sales" at Consulting Group "Zdes I Seichas", Minsk, Belarus

High school or equivalent

at Belarusian State Economic University

Location: United Arab Emirates
January 2007

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High school or equivalent

at Belarusian State Economic University

Location: United Arab Emirates
January 1996

specialty - Secretary-Reviewer, Minsk, Belarus

High school or equivalent

at Belarusian State Economic University

Location: United Arab Emirates
January 1996

student of Economic Linguistic University, faculty - Modern Foreign Languages, specialty - Business Translator of English and German, Minsk, Belarus

High school or equivalent

at Belarusian State Economic University

Location: United Arab Emirates
January 1994

- graduated from Belarusian Humanitarian Liceum, Minsk, Belarus

SPECIALTIES

Management

Questions: 0

Answers: 0

Preparation

Questions: 0

Answers: 0

Sales

Questions: 0

Answers: 0

Materials

Questions: 0

Answers: 0

Software Testing

Questions: 0

Answers: 0

SKILLS

CONTRACT MANAGEMENT

Level: (Expert)

DOCUMENTATION

Level: (Expert)

MARKETING

Level: (Expert)

ACCOUNTANCY

Level: (Expert)

ADMINISTRATION

Level: (Expert)

CONFERENCES

Level: (Expert)

GOVERNMENT

Level: (Expert)

LETTERS

Level: (Expert)

MATERIALS MANAGEMENT

Level: (Expert)

PROPOSAL WRITING

Level: (Expert)

LANGUAGES

German

Level: (Expert) | Experience: More than 10 years

Russian

Level: (Expert) | Experience: More than 10 years

Arabic

Level: (Expert) | Experience: More than 10 years

English

Level: (Expert) | Experience: More than 10 years