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| **objective** |
| With a wealthy and proven track experience in executive personal assistance, international sales, marketing.  I am in search for a new challenge. I would like to work for a reputable organization and to use my skills and knowledge for the benefit of the company and to grow with the company. |
| **Experience & education** |

Currently: Since Jan 2015 I had taken a sabbatical and gone home to Holland and now am back looking for a suitable position.

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| **March 13 – Jan 15**  **Sept 11 – Jan 13**  **Sept 10 – Sept 11**  **Jan 10 – Aug 10**  **April 08 – Dec 09**  **Dec 06 – March 08**  **Sept 04 – Nov 06**  **May 00 – July 04** | **Giesecek & Devrient UAE**  ***Executive Assistant to the MD***   * Event management * General secretarial duties and assisting various managers when working on projects * Assisting marketing department for corporate gifts. * Working on presentations and reports. * Coordinating with department heads for meetings and organizing the meetings. * Travelling on business trips for exhibitions.   **Samsung Middle East UAE**  ***PA to President Of Samsung Gulf Electronics Middle East***   * Taking telephone calls, fax, correspondence and events management. * Arranging hotels, flights, restaurants worldwide and all travel management. * Calendar management, organizing meetings, presentations and reports. * Maintaining high confidentially for all tasks requested by Business directors. * Assisting Product Trainings as well for in house training. * Assisting in product launching, organizing events with dignitaries along with   Head of corporate marketing.   * Travelling for business for events for assisting president team. * Negotiate head of terms and leases with in-house and local lawyers. * Liaise with architect to design floor plan options including health and safety. * Organize and coordinate complete office fit out, multi task and team player. * Coordinate building work and assist employees with internal moves, working with real estate agents and ensuring the smooth process of the office move and running the smooth start up. * Confidential documents to be monitored during office moving and in office. * Working closely with IT department, Finance and HR department at all times with moving offices and during set up along with new hires and trainings.   **Sea Trucks Group UAE**  ***PA to General Manager Marine Assets***   * Taking telephone calls, fax, correspondence, reports on clients and customers. * Arranging hotels, flights, restaurants worldwide and all travel management. * Maintaining high confidentially for all tasks requested by management.   **Azure Avenue & G98 UAE**  ***Brand and customer service management support – Temp position***   * Assisting in brand development, complain handling of customers. * Client management, merchandising, product information and training.   **Iggesund Paperboard Europe Netherland**  ***PA to Business Director / Executive Secretary Europe***   * Assisting Business Director of Europe in all his tasks and travelling with him on his business trips around Europe for all major events, conferences and meetings. * Arranging all company conferences, events, meetings for Business Director and the European regional heads. * Arranging golf days, business lunches and hunting trips along with technical secretary as my junior assistant. Travels on business trips when required. * Telephone calls, fax, correspondence, dairy /calendar management, reports on high profile client * Arranging all Scandic, Nordic and south west Europe meetings, training and workshop arrangements across Europe and being on locations around Europe for all hands on requests. * Maintaining high confidentially for all tasks requested by Business director, board of directors and CEO in Iggesund HQ Sweden working along with other management secretaries.   **CONVERGYS FOR CISCO SYSTEMS Netherland**  ***Program Administrator***   1. Processing orders. 2. Provide functional application support. 3. Drafting sales reports, use of channel Ops tools. 4. Contact with clients and distributors in regards to Cisco software.   **CHRISTIAN DIOR LVMH UAE**  ***Secretary/P.A.***   1. Secretary to the regional sales and marketing managers. 2. Personal assistant to the regional director of Guerlain. 3. Duties included: telephone calls, emails, faxes, letters, memorandums, travel, restaurants, limousines, and hotel and conference arrangements. 4. Working along with other management secretaries as back and reception duties.   ***VELA INTERNATIONAL MARINE*** (SAUDI ARAMCO SUBSIDARY) **UAE**  **HR - Fleet Personnel Division / *PA/Secretary – Fleet Support.***   1. Working on crewing and updating personnel data of the crew on all our 23 Oil Tankers. 2. Updating and working on the crewing module in the NTC program and assisting crew onboard. 3. Assisting the department heads with all their operational duties as an assistant and a secretary to vice president. NTC program for the office operation of all the vessels (Oil Tankers). 4. Taking telephone calls, Correspondence, e-mails, faxes, Memorandums. 5. Arranging conferences, meetings. Flight bookings and hotel reservations. | |
| **1997**  **1993 to 1995** | **EDUCATION & TRAINING**  ***ALPINA SCHOOL OF HOTEL MANAGEMENT AG* SWITZERLAND**  ***CROYDON COLLEGE - HOTEL MANAGEMENT -* GNVQ UK** | |
|  | **SKILLS** | |
|  | * Advance on Microsoft’s Office Package. * Oracle and Cisco software. * Typing speed is 45 WPM-Accuracy 80%. * Event-Conference management. | * Travel events and hotel management. * Sales and Marketing. * Good communication skills. * Self-motivated and team working. |
|  | **lANGUAGES**: English and Dutch. | **HOBBIES**: Swimming, Cooking, Travelling, Sailing.. |



**Gulfjobseeker.com CV No:** **1465764**