

## Top Skills

Executive Calendar Management

Travel Management

Expense Management

Executive Assistant

## Summary

Hardworking, ambitious, active, well-organized, self-motivated, cooperative, eager to learn

- Proficiency in MS Office , Google Workspace
- Ability to prioritize work
- Attention to detail and problem solving skills
- Strong organizational skills with the ability to multi-task
- Strong time management skills
- Great written and verbal communication skills
- Discretion and confidentiality
- Languages: Advanced English, Native Russian, Basic Polish
- Figma, Photoshop

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## Experience

Standard Chartered Bank

Executive Assistant

April 2023 - Present (1 year 2 months)

Confidential remote administrative and business planning support to Business Leadership Team and senior executives of the bank:

- Calendar and schedule planning
- Meeting facilitation and minutes taking
- Meeting/Event management
- Travel & Expenses management
- Administrative activities
- Third-party supplier and/or vendor management
- Service management
- Team administrative support
- Documents, files and records management
- Project management
- Adhoc assignments or mini projects

## "Computers & Peripherals" Ltd.

7 years

### Executive Assistant

February 2017 - March 2023 (6 years 2 months)

Belarus

- Scheduling (planning) work of the executives (Founder and MD) via Outlook - business trips, meetings, etc., taking measures to comply with it
- Making travel and accommodation arrangements
- Taking minutes during meetings, negotiations, conferences, etc.
- Notification of the employees about the orders of the executives, control of their implementation
- Translation of business letters from / into English
- Search for information, preparation of analytical materials and references, presentations and reports
- Visa support for the executives and employees (preparation of necessary documents, registration at visa centers and consulates)
- Management of the administrative department (subordinate staff: a secretary, drivers, a supply manager, a car mechanic and a cleaner)
- Staff records management (orders, contracts, personal files, military records)
- Recruiting (posting vacancies on websites, resume analysis, initial interviews)
- Employment of foreign citizens (preparation of documents, permits, visas)
- Organization and managing of all aspects of internal and external events (including foreign field events, up to 120 participants)
- Management of "Tennis courts" project (drawing up and maintaining a work schedule, receiving calls, consulting on services, monitoring payments, organizing repairs, organizing tennis tournaments, web site updating)

### Secretary

April 2016 - February 2017 (11 months)

Belarus

- Receiving and forwarding phone calls
- Screening and redirection of incoming correspondence, registration and posting of outgoing correspondence
- Meeting guests and delegations
- Record keeping and archiving of documents, including staff records management
- Work with e-mail, fax (receiving, forwarding, sending layouts, letters)
- Search for the information requested by company management
- Assistance to the executives with the routine work
- Control of the cleanliness level of the office premises and adjacent territory

- Office life support (order of water, tea/coffee, stationery)

### CREAM.LY B.V.

Administrative Assistant (remote)

August 2021 - 2023 (2 years)

Netherlands

- Search for information, preparation of analytical materials and references
- Making reports
- Maintenance a filing system
- Issuing invoices
- Search for suppliers of ingredients and raw materials needed for production

### MILE (ООО АСТОМСТРОЙ)

Secretary

November 2015 - April 2016 (6 months)

Belarus

- Preparation and management of correspondence, reports, documents
- Screening and redirection of incoming correspondence, registration and posting of outgoing correspondence
- Answering inquiries and providing information
- Arrangement of appointments and meetings along with travel arrangements
- Meeting guests and delegations
- Translation of documents from English into Russian and vice versa
- Assistance to the executive with the routine work
- Office life support (order of water, tea/coffee, stationery)

### Republican Unitary Enterprise “National Exhibition Centre “Belexpo”

Secretary-Translator

August 2012 - October 2015 (3 years 3 months)

Belarus

- Translation of documents from English into Russian and vice versa (contracts, application forms, catalogues, business correspondence)
- Preparation and management of correspondence, documents, reports
- Screening and redirection of incoming correspondence, registration and posting of outgoing correspondence
- Scheduling meetings and appointments
- Answering inquiries and giving information
- Maintenance of the archive of documents and paperwork
- Assistance to the executive with the routine work
- Meeting guests and delegations

- Office life support (order of water, tea/coffee, stationery)

School № 141 Minsk, Belarus

English Language Teacher

August 2010 - August 2012 (2 years 1 month)

- Teaching English in 1-11 forms
- Implementation of the curriculum through unit and daily lesson plans and learning tasks
- Incorporation of selected best practices in lesson design and instructional strategies
- Development and implementation of inter-disciplinary learning experiences
- Classroom management in secondary and high school (9-10 forms): organization of learning and working activities, maintenance of a learning-focused, safe environment in the classroom, organization of self-government in the class, support and participation in pupils' events and activities before and after school, individual work with pupils and their families, maintenance of class documentation.

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## Education

Minsk State Linguistic University

Bachelor's degree, Linguistics · (2005 - 2010)