



Kuzmina Olga

Female

+7 (915) 5137274 — preferred means of communication
elamare2626@gmail.com

Reside in: Moscow
Citizenship: Russia, work permit at: Russia
Willing to relocate, ready for business trips

Desired position and salary

Personal assistant to CEO

Специализации:

— Секретарь, помощник руководителя, ассистент

Employment: full time

Work schedule: full day

Desired travel time to work: any

Work experience — 10 years 11 months

January 2021 — till
now
1 year 3 months

RSMP russian small and medium business

Moscow

Personal Assistant CEO

- Working closely with CEO via chats, e-mail and calls, providing administrative, organizational services
- Planning of my boss's schedule
- Preparing, completing and distributing materials for business meetings and business trips
- Dealing with administrative issues every day, solving problems
- Developing new ideas
- Working closely with my colleagues
- Proficiency in Microsoft Word, Excel and PowerPoint;
- Reminding, following up about important tasks and manage deadlines
- Booking and arrange travels, transports and accommodations

May 2018 —
December 2020
2 years 8 months

Moscow region Government

Moscow

Personal assistant to the minister

- Full administrative support, including meetings, projects, events
- Working closely with the minister via chats, e-mail and calls, providing administrative organizational services.
- Informing colleagues from other departments of the need to perform certain tasks, to follow up on them according to the deadline.
- Reporting to the minister on the status of tasks completed by different involved participants.
- Dealing with documents flows, including registration, follow up and report according to deadline
- Preparing, completing and distributing materials as necessary
- Participating in meetings and keeping notes
- Arranging business trips: travel assistance, making hotel reservations, organizing car rentals and prepare reimbursements with Finance department

Achievements:

- Combined department working plan and tasks in a single unit, to speed up the paperwork
- Created efficient communication among the minister, department and myself (4 working

chats), which helped my boss not to waste time

- Implemented google-calendar which allowed the efficient time-management of the minister
- Conducted monitoring of social networks in compliance with the deadlines for the efficient work of the ministry
- Systematized personal documents of the minister

February 2017 —
March 2018
1 year 2 months

German rehabilitation center

Moscow, www.samson.clinic

Medicine, Pharmaceuticals, Pharmacies

- Laboratory, Research Center

Executive Secretary of the CEO

- Acceptance and distribution of documents received by the CEO (documents, correspondence, printed publications, etc.) and timely submission of them for consideration (written or oral)
 - Conclusion of contracts with clients, control of personal data
- Solving administrative issues, maintaining and controlling the order in the center
- Maintaining the work schedule of the center's doctors
- Execution of personal orders of the Manager, reminder of meetings, appointments, meetings, meetings of doctors, personal meetings
- Preparation of reports for the center's founders and top-managers, weekly report, daily reports
- Working in the 1C program: Medicine, Medesk, and Office equipment (Fax, copier, scanner, printer)
- Life support of the center (water, office supplies, household items, equipment, food, specials.orders)

Achievements:

- Organized the reception and administrator from scratch
- Organized a card file for clients
- Created your own report on the results of each day in telegram
- Implemented Bitrix 24 and taught the center's doctors how to work in it

December 2015
— January 2017
1 year 2 months

Clinic Estelab

Moscow, estelab.ru

Administrative manager

- Coordination of doctors' work (scheduling vacations, weekends, alternating work shifts, training, trips to business trips and conferences)
- Solving business issues in the clinic (monitoring the work of the cleaner, timely updating of promotions, promo offers, tracking the work of medical equipment, tracking the serviceability of life-support systems of the center)
- Execution of orders of the general manager of the clinic and the chief doctor (execution of tasks set through the Bitrix24 system)
- Bookkeeping (primary accounting, invoicing, issuing po to doctors)
- Maintaining reports on procedures and sales, cash reporting (reporting in the 1C program, daily report of the cashier)
- Working in 1C SCP, 1C SPA, CRM, Bitrix24 programs
- Presentation of services and products , promotions, special offers of the clinic (description of procedures, information about the results, as well as presentation of doctors)

January 2011 —
August 2015
4 years 8 months

Fitness premium club

Kursk, triokeana.ru

Manager of the Department

- Organization of work in the Department
- Schedule approval with a Top-Manager
- Reporting to the Top-manager on the status of tasks completed by different involved participants
- Planing and organizing work in the Department

- Calculating salaries in the Department
- Training new employees
- Monitoring the internship of new employees
- Adaptation in the workplace
- number of subordinates 7 people
- Holding meetings in the Department
- Life support of the Department
- The control of the staff

Achievements:

- Created my own team of 7 people
- Introduced new 10 formats for training
- Increased sales of training lessons by means of presentation of new training lessons
- Increased sales clinic by means of additional calls to clients
- Organized effective work of the Department

Education

Higher

2010

Kursk state University
Economics and Management, Manager

Professional development, courses

2018

Personal Assistant
"Smart and Talented" Moscow

Key skills

Languages

Russian — Native
English — B2 — Upper Intermediate
German — A1 — Basic

Skills

Excellent communication and time management skills Administrating Skills
Reliability and flexibility Ability to work in team Administrative Support

Driving experience

Driver's license category B