

KAREN FISH



International assistant service

Jana Švihlová

International Personal Assistant Service

www.internationalassistant.eu

cz 420 602 276 400

uk 44 756 315 6293

Languages:

English/Hebrew: Mother tongue level

Russian: fluent

Skills:

Excellent Organizational Skills

Computer Proficiency

Data Entry

Virtual Administrative & Personal Assistant

Project management

Event planning and management

Budgetary setting, reporting & control

Computer:

Microsoft Office, familiarity with SAP B1

Work experience: **2010 -2012 Administrative and Operation
Manager**

Gvahim-NGO

Handled all administrative and operational work of the NGO. Answered the telephone and represented the organization, as well as set meetings for the CEO in a professional and businesslike manner. Managed the bank account and the bookkeeper work. Delt with budgetary setting, reporting & control responding to routine enquiries from staff and suppliers and investigating as required. Collecting and recording cheque payments and/or cash as received

**2007 – 2009 Junior Economists
*R.A.SH.K business consulting***

The process of consultation began with understanding what clients wish to improve or fix. Then, reviewing financial statements, evaluating competitors and analyzing business practices. The main clients were small and medium businesses to whom was offered outsourced financial management which included budget management, managing all the bank accounts and raising capital, preparing application to different funds for small businesses

Education: **2011 – 2014 Accounting studies for a CPA Diploma
2009 – Bachelor Degree in Economics and
Management
*The Open University of Israel***