

Michael Page; Hays Recruitment: Short Term Temporary Assignments **2006 - 2007**

Personal Assistant and Secretary to Director of Operations, Managing Director, Deputy General Counsel and Project Manager.

Responsible for efficient diary management; arranging appointments; attending weekly internal meetings and taking action notes. Arranging internal /external meetings within the Company. Providing confidential administrative support; typing letters, reports, filing, telephone answering. Booking travel arrangements.

Kuwaiti National Oil Service Company **1993 - 2005**

Procurement and Service Company catering to the Arabian Gulf Market

Highly experienced Personal Assistant with excellent organisational and multi-tasking abilities providing professional PA, secretarial and administrative support to the Finance Director by preparing a variety of documents which included client proposals, letters, emails, commitment reports, cash-flow reports and budgets. Produced minutes for senior level meetings on a weekly basis. Always maintained discretion and strict confidentiality whilst consistently meeting deadlines on projects and ad-hoc assignments by being able to prioritize and maintain consistently high standards.

- Organised all meetings required internally and externally. Arranged off-site events.
- Established close relationships with Banks and Company Lawyers in relation to money transfers and company secretarial matters.
- Established close links with clients abroad through regular setting up of company meetings including scheduling and setting up conference rooms, arranging for video conferencing, sending reminders. Organised Senior Managers' internal ad-hoc meetings to meet company objectives.
- Encouraged communication within the Finance support team resulting in improved team spirit and performance. Also delegated where appropriate to develop team member's contribution and improve productivity of department.

Education and Qualifications

B.A. in English

Trained in procurement and shipping activities including buying/expediting and document processing.

Qualified First Aider.

Police Vetted.

Personal Information

Flexible location, willing to travel

DoB: 12 Oct. 1968

References available on request.