

NINA HAKIMI

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Profile

- Executive Assistant with 12+ years of experience providing administrative support to C-Suite executives
- Organization: Adept at scheduling meetings, preparing agendas, and following up on action items
- Problem-solving: Possess strong quantitative problem-solving and prioritization skills

Professional Experience

2021 – Present

Executive Assistance to CIO and IT

Maintaining appointment calendars for CIO, managing conflicting scheduling, schedule meetings and travel arrangements, taking minutes and action items on Management meetings, Handling all purchase requisitions of IT, Finance and Legal department through SAP . Preparing presentations for business meetings, arranging off sites and fun days for 100+ employees. Covering for CEO EA when necessary. Answering all team's needs when necessary.

2020 – 2021

Executive Assistance to Managing Director and Israel Country Head – Stifel (Global Investment Bank)

Acting as the sole person responsible for all my MD and office' needs

2019 – 2020

Coverage for Executive Assistance to Managing Director and team, Investment Banking – JP Morgan, Israel

In addition to other administration day to day responsibilities, acting as the sole person responsible for Invoice processing (working with Vendors and EMEA Invoicing) Also handling a high volume of travel management for the executives including flights, transfers, hotels & expenses reports respectively.

2011 – 2019

Executive Assistant to Head of Corporate Banking, HSBC Israel

Coverage for Executive Assistance to Head of Global Banking, Israel & Europe – HSBC Israel

- Manage and prioritize our executives' schedules to ensure that their time is focused on critical, strategic issues and acting as a gate keeper both in person and over the phone.
- Coordinate communications, track and follow up on requests, and identify those of importance which require immediate attention.
- Ensure and maintain confidentiality of all communications and documentation.

- Organizing all domestic and international travel reservations to the head and team including flights, check in, VISA's, accommodations and ground transportation logistics. Manage frequent changes at short notice and prepare Travel itineraries.
- Organizing visits and arranging agenda for senior executives from HQ.
- Organized 3+ monthly meetings with multiple participants from overseas and their logistical elements (scheduling, preparing the facility, organizing handouts and/or binders for attendees, etc.)
- System functionality expert– utilise internal systems, complete accurate data entry into internal

Perform a variety of accounting activities, such as expense reports and purchase orders.

2007 – 2011

EA to General Partners, Vintage Investment Partners – Venture Capital

- Managed an active calendar of appointments, filed expense reports, events and social occasions, and composed and prepared confidential correspondence of both General Partners
- Full management of Vintage database.
- Overseeing the company's website development by IT in order for it to be in line with business plans and objectives.
- Seeking and hunting potential investors overseas via phone calls.
- Overseeing Communications, Marketing, Events and Sponsorship teams in delivery of objectives.

2002 – 2006

Personal Assistant to the president & the CEO and Administrative coordinator- Gilat Satellite Networks

- Managed an active calendar of all responsibilities including the arrangement of board meetings and the producing of documents, briefing papers, reports and its dating.
- Preparing presentations & all administrative assistance as needed.
- Administrative support in Gilat's vice presidents & all management floors employees. Work with Gilat's offices abroad, work under high pressure with overtime. Giving an administrative support which includes working with suppliers, ordering office equipment, responsibility for courier & support to all floors workers.

1999 – 2001

Assistant Program Manager and Personal assistant to Administration Director- Gilat Satellite Networks

- Assisting 3 program managers in building a project.
- exclusive management of the logistic field (Shipment, purchasing, import, export, orders etc).
- Working with Gilat customers & employees all around the world and the PA of the Head of PM.
- Conducted the Vsat@home project. The job included the Installation of VSAT's in Gilat Employees homes.
- During my work I **received "employee of the year" award.**

Education

2002-2004 Tel Aviv University – Studying Social work for BA degree.

Languages

Hebrew (Mother Tongue)

English (Fluent)

French (Decent)