

Alon Alboher I.D 032529869

Living in Qiriat-Ono (Available for work at central Israel)

Date of birth: 24.4.86 | Married

052-8433813 | alonalboher@gmail.com | [Linked in](#)

- ✓ 7 years of experience in administrative assistance, office management and staff management.
- ✓ Highly experienced in various marketing and design applications
- ✓ Expert in MS Office and IT, intermediate in accounting applications such as Rivhit and Priority.
- ✓ Commendable people skills, fast learner, very technological, professional, and meticulous

Curriculum vitae:

2017 – Today – Tefen International Management Consulting - Administrative assistant

- PA to 4 VPs and in charge of their calendar, In charge of all cellular and IT activity.

2014 – 2017 – Everest sport and leisure LTD – Office manager and PA to CEO

- In charge of all import logistics / Customer service manager / In charge of technicians' calendars, office supplies and general inventory / formulating future sales strategy.

2013 – 2014 – Embassy hotel Tel Aviv – Reception manager

- In charge of hotel bookings, Compliance with 3rd party sites and offers, customer service.

2010 – 2013 – OmniTelecom – Assistant manager

- Handling corporate accounts and service, managing equipment logistics to and from customers, Sales and Telemeeting representative to corporate sector.

2007 – 2008 – C.A.L (Credit cards for Israel) – Customer & Banks service representative

- Customer service and help desk to bank clerks in credit card issues and problems

Military service:

2004 – 2007 – Service in the Mobile armor division and Communication division

- Tank loader, War room set up, Communication first sergeant and Operations division communication commander.

2007 – Second Lebanon war, Certificate of excellence

- Commendatory action in the war and throughout the year.

Education:

2012 – 2014 – OUI – Open University of Israel

- Academic studies of software engineering

2002 – 2004 – Ben Zvi high school Qiriat-Ono

- Full high school diploma of Geographic studies

Computer tools and applications:

Highly advanced knowledge of PC applications, MS-Office and Touch typing ("Blind")

Highly experienced in marketing apps: Adwords, Analytics, Facebook, Rav-Meser

Experienced in design programs: Photoshop, Paintshop, Paint.net.

Languages: Hebrew – Native, English – Native level.

Recommendations:

Mally Bizur (CEO Tefen) – 052-4258375

Jonathan Levin (OmniTelecom Partner & VP) - 054-5472277

Nir Ofri (Everest Sport owner & CEO) - 052-5560888

Eyal Reuveni (Military Reserve company commander) - 050-6452152

Boris Rodman (Activist OMAI org') – 054-7254223

Hobbies and skills:

Former Israel travel guide

Scout leader

Former spokesman of the OMAI org.

Krav-Maga instructor

PC Gamer