

93420 Paris
5 à 10 ans d'expérience
Réf : 2610081530

Operational assistant

Ma recherche

Je recherche tout type de contrat, sur toute la région Ile de France, dans le Batiment.

Formations

12/2025 : Bac +5 à Paris School of Business
Executive MBA

12/2012 : Bac +3 à St. Teresa's College
Bachelor of Commerce

Expériences professionnelles

12/2025 - 01/2026 :

Operational Assistant chez 3v Group Hotels

Monitored compliance with internal procedures and operational standards. Oversaw the proper use of the property management system. Conducted management controls and operational follow-up activities to support smooth hotel operations.

01/2024 - 07/2024 :

Business Consultant chez La Wine Tech

Conducted operational audits across production, logistics, packaging and software. Led secondary data research and market analysis to support business and operational recommendations. Provided actionable recommendations to improve efficiency and workflow.

02/2018 - 12/2021 :

Co-founder & Sales Manager chez Ghungroo Design

Creation and development of an e-commerce brand of handcrafted jewellery. Overseeing design, supplier relations, inventory, logistics and marketing. Implemented a social media strategy, resulting in 40 % annual sales growth.

10/2015 - 12/2017 :

Finance and Administrative Assistant chez Greenwich Logistics

Preparation and monitoring of forecast budgets. Classification and archiving of administrative documents. Management of personnel files.

10/2015 - 12/2017 :

Business Development & Administrative Officer chez Welcare Shipping

Implementation of customs logistics solutions, streamlining of administrative flows and improvement of service times. Management of customer onboarding, CRM and financial tasks; 15 % increase in customer loyalty through personalized support and feedback systems.

Langues

English (Oral : notions / Ecrit : débutant), French (Oral : notions / Ecrit : débutant), Malayalam (Oral : notions / Ecrit : débutant)