**Alexandra Malakhova**

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Permanent Work Authorization. No Visa Sponsorship Required. Open to Relocation.

**PROFESSIONAL SUMMARY**

Administrative Assistant with 4 years of experience coordinating office management and special projects with multinational companies in FMCG (Fast Moving Consumer Goods) and Pharmaceutical industries.

**Key Skills:**

* Office Administration and Management
* Ability to run multiple projects
* Customer Service Skills
* Interpersonal Communication
* Written and Verbal Communication
* Document Management
* Travel Coordination
* Event Management
* Records Management and Control
* Inventory Management
* Basic Accounting, Accounts Receivable/Payable, Expense reporting

**Computer Skills:** Microsoft Office Suite (Word, Excel, PowerPoint); IBM Lotus Notes Mail Client and MS Outlook; SharePoint, SAP; Pinnacle Studio (video editing software)

**Language Skills:** English, Russian

**Professional Development/Affiliations**

* Professional Development program for foreign-educated immigrants, UpwardlyGlobal, NY **2016**
* Microsoft Excel Advanced (Certificate), USA **2015**
* One-to-One Business English Course in Inlingua, USA **2014**
* Business Communication Training (Certificate), Moscow, Russia **2011**
* Microsoft Excel Intermediate (Certificate), Moscow, Russia  **2011**

**VOLUNTEERING EXPERIENCE**

**Volunteer,** Kikuya Community Group, Ikata, Japan **2015**

* *Reviving abandoned orange farms*

**EDUCATION**

**Master’s Degree in History and International Relations 2008**

Saratov Chernyshevsky State University, Russia

*Founded in 1909. It is one of the oldest and leading scientific educational centers in Russia*

**PROFESSIONAL EXPERIENCE**

**Administrative Assistant / Office Manager 02/2012** – **08/2013**

Merck & Co Inc., Moscow, Russia

*American pharmaceutical company and one of the largest pharmaceutical companies in the world.*

* Provided administrative assistance to the Head of Pharmacy Chains Division
* Prepared Sales reports and processed invoices
* Processed monthly employee’s expense reports (for 85-100 employees)
* Participated in the project to redesign expenses reporting procedure/process which resulted in decreasing processing time up to 35 %
* Managed contracts (Purchase of medical products by Pharmacy chains; 200-250 contracts/year): contract review and signing process; to create PR (Purchase Requisition) and PO (Purchase Order Process) in SAP. Coordinated POS (Point of Sale Marketing Materials) agreement with BU (Business Unit)
* Conducted onboarding and orientation of new employees
* Assisted with travel arrangements (10-15 business trips/month)
* Organized trainings, team meetings and corporate events locally and abroad (2 Global Conferences/year; 8-10 regional meetings/year)
* Maintained up-to-date information for 85-100 employees in travel registers and employees database (contacts, personal information, visiting cards)

**Office Manager /Administrative Assistant 01/2011** – **04/2011**

DePuy, Johnson & Johnson, Moscow, Russia

*Orthopedic and Neurosurgery Company, part of the Johnson & Johnson Medical Devices group*

* Scheduled and planned monthly meetings, corporate events and training. Organized complex catering and travel arrangements. Successfully managed an annual conference for 200 employees in 2011 in Jordan.
* Provided support with accounting tasks: expense control in VEGA system; processing of employees’ expense reports; invoices authorization
* Managed documentation: collecting the documents from distributors; documents and contract authorization; buyback goods support, input changes in SAP, Customer Development and Vendor Forms.
* Assisted Franchise Director with travel arrangement (visas, tickets, and accommodation), expense reports and administrative needs
* Provided administrative support to new employees with travel arrangements and other office functions

**Office Administrator/Receptionist 02/2009** – **10/2010**

Mars LLC, Stupino, Moscow region, Russia

*Mars LLC operates as a subsidiary of Mars, Inc.*

*One of the world’s leading food manufacturers, with corporate headquarters in McLean, Virginia.*

* Organized team meetings and corporate events. Successfully participated as Office Administrator in Office Space Improvement Project which resulted in office cleaning from unused stuff and organizing of new workplace for employees
* Managed the receptionist area including responding to incoming/outgoing calls, taking messages, sending/receiving faxes, greeting visitors and providing them with passes registration; receiving/registration/sorting mails
* Prepared expense reports