



FARAZ A.

EXECUTIVE ASSISTANT

CONTACT

📍 UAE

PROFICIENCY IN TOOLS

Asana	● ● ● ● ●
Gsuite	● ● ● ● ●
Concur	● ● ● ● ●
Hubspot	● ● ● ● ●
Canva	● ● ● ● ●
Monday.com	● ● ● ● ●
Zendesk	● ● ● ● ●
ChatGPT	● ● ● ● ●
Slack	● ● ● ● ●
Hubtsaff	● ● ● ● ●
EveryHour	● ● ● ● ●
Zoho	● ● ● ● ●
Office 360	● ● ● ● ●

TASK EXPERTISE

- Marketing Skills
- Research
- Problem Solving
- Accounting
- Leadership
- Time management
- Active Listening
- Collaboration
- Empathy
- Growth Mindset
- Foresight
- Creativity
- Relationship-Building
- Work Ethic.



ABOUT ME

I am a seasoned Talent Acquisition professional with over 10 years of experience spanning both on-site recruitment for UAE government companies and remote global hiring. In my most recent role as Talent Acquisition Manager at Invisible Technologies, I leveraged platforms like Greenhouse ATS and Zoom to build diverse, international teams while gaining deep appreciation for cross-cultural recruitment. My career journey demonstrates adaptability from traditional corporate environments to modern remote work settings, with expertise in identifying and attracting top talent across different cultures and geographies.



EXPERIENCE

- > **REMOTUAL** OCT 2024 - PRESENT
EXECUTIVE ASSISTANT
 - Provide comprehensive administrative support to the CEO, including calendar management, email follow-up, and process improvement
 - Conduct research, manage scheduling, and assist with graphic design and social media tasks as needed
 - Ensure efficient, timely completion of all assigned tasks



EDUCATION

- > **COLEGIO DE SAN JUAN DE LETRAN** 2020
PHILIPPINES
BS Business Administration Major in Marketing Management