



Larissa Kim

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Place of residence: Dubai, UAE

Work experience

Feb 2023 —
present

Luxury Antonovich Showroom, Dubai, UAE

Sales assistant

- Showroom sales of interior designer services, custom-made furniture
- Preparation of quotations
- Daily reporting
- Presentation of interior and fit-out services to customers

Jan 2022 —
Jan 2023

Timeless Production, Dubai, UAE

Producer, Head of production hub

- Management of a Production hub in accordance with Company strategy
- Recruitment of talent all over the globe for production needs
- Development of production schedule and targets for the team
- Team development to serve the needs of the production process
- Talent development to serve the needs of the production process
- Development of the Company website
- Production process coordination (script editing, vetting and accepting, final production authorization)
- Development of production guidelines for the team and talent

Jan 2021 —
Jan 2022

Wakir Group, Dubai, UAE

Business Development Manager

- Development of a retail store from zero (offline and online)
- Research and identify new business opportunities in UAE market (growth areas, trends, customers, partnerships, competitors, products and services)
- Building project support infrastructure: IT company for website development, Software company for accounting and warehousing support, Courier companies for delivery of the products, personnel outsourcing company for accounting.
- Planning to implement operational procedures for the project: setting deadlines, distributing roles, setting the goals for the team, delivering

vision

- Ongoing communication with all stakeholders of the project on a daily basis, adjusting plans, deadlines, introducing corrections and updates
- Working closely with IT contractor for the development of online shop from 0 to a ready store.
- Seeking out the appropriate decision-maker contacts in target organizations/schools, dance and gymnastic clubs in Dubai
- Cold call prospective customers and generate leads (for wholesalers and big-size orders from schools)
- Meeting with potential customers face to face or over the phone, making presentation of our project and our unique selling proposition
- Building and developing relationships with customers/clients on a ongoing basis, providing all kinds of support: marketing, collaboration, sponsorship, etc.
- Understanding the needs of my customers and be able to respond effectively and out-of-the-box to meet those needs
- Search and selection of the best location for the shop in terms of location, traffic, potential business volumes, customer proximity, budget and logistics. Negotiating the best price for lease, furniture and equipment
- Have a good understanding of the businesses' products or services to be able to advise customers, store visitors, call inquiries
- Hiring sales personnel most fitting to the business concept. Developing HR manual for new employees, work schedules, salary package
- Internal training for members of my team, delivering clear message about vision, concept, target market and objectives of the business, ensuring staff are on board and understand the requirements and expectations.
- Working closely with the marketing department and content manager on strategy and activities as required for business development
- Working closely with the finance team, warehousing and logistics departments as appropriate

Decathlon Kazakhstan LLP, Almaty, Kazakhstan

Omni Sport Leader (Fitness department Leader)

- Development of fitness department from zero
- Business strategy and ecosystem development
- Brand development on a local market
- Customer support on a daily basis
- Brand ambassador community coordination, goal setting, content plan
- Business plan, profit and loss, budget planning
- Fitness range choice, collection order, store equipment selection and order
- Brand communication strategy in SMM and showroom
- In-store print material strategy, development, selection, order in accordance with corporate policy
- Daily facing and merchandising control, showroom decor and communication control

Oct 2019 —
Dec 2020

- Sales forecast/planning, seasonality analysis
- Recruitment and management of fitness department staff (3 people in the team), time sheet, work schedule, payment documentation
- Staff development and incentive programs, product and service trainings
- Daily communication with customers in the showroom, customer feedback, conflicts resolution, strategy to improve customer service
- Primary accounting, HR documentation
- Weekly stock inventory control
- B2B clients management: presentations, product catalogues, commercial offers, deal management
- Weekly sales reporting for investment committee

Nov 2018 —
Sep 2019

Visa Inc., Almaty, Kazakhstan

Senior Administrative Manager (Maternity leave position)

- Office relocation, construction works monitoring, operations management, renovation management, office fixtures, repairs
- Daily coordination of cleaning, maintenance, troubleshooting, problem solving, other landlord communications
- Daily document flow of the Company/compliance with local requirements
- Primary accounting, Online banking, payment of invoices, settlement with vendors
- Search, setting up new vendors, vendor relationships
- Primary accounting, coordination with outsourced accounting office, online banking, payment flow, bank statement reports, business trips reporting
- HR support: Onboarding program for new employees in the Company, setting up process, internal orders, vacations, insurance
- Budget planning, country budget follow-up, approvals process
- Daily travel support, coordination with travel agency
- Office procurement: equipment, stationery, pantry
- Work with advertising/marketing agency on print materials, visuals for office and corporate events
- Event management: organizing of corporate and Client events/forums/summits from zero: planning, search of vendors, development of program, organizational issues
- Business development support: client data base, travel support
- Health and Safety, Crisis management: Emergency response manager, organizing training for the staff, responsible for safety compliance on the company
- Quarterly company presentations for the regional All-Staff meetings

Feb 2017 —
Feb 2018

Eurasian Development Bank, Almaty, Kazakhstan

Leading Administrative Manager/Procurement

- Overall administrative support of the HQ with over 120 employees
- Supervising the team of 6 technical personnel (cleaners, handymen)
- Procurement of office supplies: furniture, equipment, expendable materials, household supplies, spare parts, stationary, drinking water, coffee and tea, printing materials and other material goods
- Stock management and amortization of assets, low-value and nondurable objects and inventory of the Bank;
- Annual inventory control
- Off-balance stock management of the Bank. Stock actualization control

in individual stock cards of the Bank's employees.

- Maintenance and service of household and other Bank equipment.
- Organizing procurement of goods, works and services related to administrative and household activity within the allowed competence through the Purchasing committee of the Bank.
- Providing an organizational support in corporate events of the Bank.
- Coordination of meetings arrangement between the Bank and government, public, administrative and diplomatic structures, arranging coffee breaks and other catering for events
- Arrange moving, re-installment and equipment of the working spaces of the employees within the Headquarters.
- Administration of contracts for supply of goods, works and services within the given competence.
- Control and supply of uninterrupted document flow with suppliers of goods, works and services (handling bills, invoices and acts of works performed) within the given competence.
- Handling of cash funds, reporting to accounting office within the given competence.
- Participate in budget planning on articles related to the given competence.
- Service personnel management responsible for maintenance and cleaning of the office buildings owned or rented by the Bank.
- Initiate and control payments of the bills related to the given competence.
- Control over the due maintenance of the property owned or rented by the Bank (cleaning, seasonal holiday decorations, gardening, and sanitary control, insurance). Administration of lease contracts.
- Almaty storage area management.

Aug 2014 —
Aug 2016

VALLOUREC MANNESMANN OIL & GAS FRANCE in KAZAKHSTAN, Atyrau, Kazakhstan

Acting Branch Director

- Manage sales operations in the region of Kazakhstan, including recruitment, budgets, planning, and submitting reports.
- Liaising with head office and submitting quarterly/annual reports.
- Recruiting, vetting, and training all new staff.
- Market research, data collection and adapting strategies accordingly.
- Monitoring performance at all levels and scheduling training as required.
- Implementing an effective brand strategy and ensuring consistency.
- Product presentations to customers all over Kazakhstan
- Networking and building relationships with clients, contractors and potential customers

Feb 2010 —
Aug 2014

VALLOUREC MANNESMANN OIL & GAS FRANCE in KAZAKHSTAN, Almaty, Kazakhstan

Sales Administrator

- Setting up a new Office in Kazakhstan (search of rented space, setting up infrastructure, prospecting of vendors/contractors, concluding and managing contracts, procurement of furniture and equipment)
- HR administration in accordance with Labour Code of RoK: Searching,

interviewing, hiring of line staff (driver, accountant, office manager), preparation of Time sheets, input of monthly payroll calculations made by outsourced Payroll office into 1C accounting database, full support of new and current employees in their smooth introduction and further work in the Company, HR administration (internal memos, new labor contracts, labour contract updates, trip allowance calculation and documentation)

- Preparation of monthly reports (petty cash statements, Country manager reports, travel reports, bank statement translations, time sheets) to the HQ in Germany
- Primary accounting in 1C: running office petty cash, processing hardcopies into the 1C accounting software, document exchange with suppliers, ensuring timely closing and payment of the invoice, handling payments via Internet-Banking, filing accounting hardcopies for further processing by the outsourced accountant office
- Running a Customer base, document flow
- Contracts administration, logistics coordination (with customs brokers and follow-up)
- Participation in tenders, biddings, auctions, preparation of tender package
- Customer relationship management, first point of contact with client base, post-sale service, claims management

Dec 2008 —
Dec 2009

FUTURE ENTERPRISES PTE (part-time job between University), Almaty, Kazakhstan

Brand Manager (MacCofee and Kracks brands)

- Brand development and implementation with local distributor base;
- Distributor/field force product communication
- Product standard compliance control;
- Product promotions with distributors at points of sale
- Brand campaigns reporting and presentations to the HQ;
- Customer support;
- Market trips for product presence and compliance control

Jul 2007 —
Dec 2008

AVON COSMETIC (KAZAKHSTAN) LIMITED, Almaty

Marketing Coordinator

- Translations of product brochures, print materials, oral translations and presentations;
- Participation in PR events as interpreter
- Campaign planning and coordination (brochure preparation: translations, price check-up, special offers, internal documentation)
- Preparation of other print materials for the campaign
- Product launches for the field force
- Monthly, quarterly planning (campaign budget, scope, content, promotions)
- Field force prospecting joint campaigns with sales department

Nov 2006 —
Jun 2007

AVON COSMETIC (KAZAKHSTAN) LIMITED, Almaty

Personal Assistant to General Manager

- Assistance to the Country Manager in all administrative tasks required for his stay in the country,

- Assistance to the Country Manager in contacting customers, arranging meetings
- all types of translation and interpretation (legal contracts, business correspondence, speeches);
- Time management for GM;
- Participation in meetings, protocol documenting;
- Travel arrangements

Feb 2005 —
Oct 2006

SCHERING AG CENTRAL ASIA, Almaty, Kazakhstan

Personal Assistant to General Manager, interpreter, and translator

- Assistance to the Country Manager in all administrative tasks required for his stay in the country,
- Assistance to the Country Manager in contacting customers, arranging meetings
- all types of translation and interpretation;
- Travel and Congress management for opinion leaders and visa support;
- Office administration and management, office supply;
- customer, distributor and regional offices coordination;
- mass media interactions: press-conferences;
- Sales and marketing reporting (1Cv7s, RMBC);

Sep 2002 —
Feb 2005

TRADE GROUP PRIMA, Almaty, Kazakhstan

Office-manager, translator and interpreter/Assistant to Project Manager

- Assistance to the Country Manager in all administrative tasks required for his stay in the country,
- Assistance to the Country Manager in contacting customers, arranging meetings
- all types of translation and interpretation;
- Travel and Congress management for opinion leaders and visa support;
- Office administration and management, office supply;
- customer, distributor and regional offices coordination;

Education

2013

KIMEP, Almaty, Kazakhstan

Bang College of Business, MBA, Management and Marketing

2002

South-Kazakh State University aft. M. Auezov, Shymkent, Kazakhstan

2023

International Relations and World Languages, Bachelor of Arts, Teacher of English in elementary School

The Designers' Studio

Professional Diploma of Interior Designer

Trainings

2019	Visa Inc. International SOS CPR with AED, First Aid Training
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Skills

Language	RUSSIAN — Native ENGLISH — fluent KAZAKH — spoken
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Other	Presentation skills Fluent written and spoken English and Russian Business communication Organization Skills Negotiation skills Driving License B 1C: Accounting Corporate Project management Business development Customer Relationship Management Sales Management Customer Service Communication skills Personnel management Sketchup Photoshop AutoCAD Homestyler
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Driver's license

B category, driving in Dubai

Additional

About me	World traveler, sports, interior design
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