

# Lilit Patvakanyan, B.S.

(+374 91) 338407 (c) • [lilo\\_patvakanyan@yahoo.com](mailto:lilo_patvakanyan@yahoo.com)

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## **Profile**

- Outstanding knowledge of office administration and financial procedures, payroll functions and procedures
- Extensive collaboration and network with Armenian state authorities
- Excellent planning and organizational skills; ability to balance work, team support and ad-hoc responsibilities in a timely and professional manner
- Extensive experience with international and local customer cooperation at all levels
- Ability to work and think independently and as a member of high-performance team

## **Employment History**

**February 2018 – March 2023**

**Tirrena Scavi SPA Armenian Branch Office**  
**“North-South Road Corridor Investment Program”**  
*Head of Administration Department*

### **Ensured effective, efficient and accurate administrative operations:**

- Efficiently controlled the Project budget of over USD33,000,00.00, received and verified invoices
- Maintained listings and payments of subcontractors and contracts
- Estimated and managed monthly expenses, Interim Payments Certificates control and supervised financial reporting
- Ensured smooth operation of corporate policies and procedures, served as liaison between the senior management and the staff
- Managed incoming and outgoing communication with head office
- Negotiated contracts and supervised communication with subcontractors, organized meetings, and maintained client and project related information using spreadsheet and/or database.
- Stock maintenance (control of ins and outs)
- Coordination of HR operations with outsourced company

**July 2016 – October 2017**

**Serenissima Costruzioni SA Armenian Branch Office**  
**“North-South Road Corridor Investment Program”**  
*Head of Administration Department / Financial Control*

### **Ensured effective, efficient and accurate administrative operations:**

- Efficiently controlled the Project budget of over USD19,000,00.00, received and verified invoices
- Maintained listings and payments of subcontractors and contracts
- Estimated and managed monthly expenses and supervised financial reporting
- Ensured smooth operation of corporate policies and procedures, served as liaison between the senior management and the staff
- Managed incoming and outgoing communication with head office
- Negotiated contracts and supervised communication with subcontractors, organized meetings, and maintained client and project related information using spreadsheet and/or database.

### **Provided HR support and completed payroll functions:**

- Managed employment contracts, coordinated preparation and amendments of employment contract
- Developed corporate recruitment policies and selection criteria
- Managed and supervised the staff
- Developed corporate policies and recommended new procedures to the senior management
- Managed remuneration and conducted benefit analysis
- Verified payments due, timesheets, deductions, etc.

**November 2012 – November, 2015**

**Corsan Corviam Construcccion, SA Armenian Branch Office**

## **“North-South Road Corridor Investment Program”**

*Administrative supervisor*

### **Ensured effective, efficient and accurate administrative operations:**

- Managed communication with subcontractors, organized and maintained client and project related information
- Prepared and negotiated contracts, developed sound filing system of subcontractors' documentation and contracts
- Served as liaison between the senior management and the staff by managing incoming and outgoing communications
- Prepared purchase orders

### **Provided logistical support for smooth import and exploitation of construction equipment:**

- Managed the logistics staff and subordinates by simultaneously coordinating the work with multiple customers
- Efficiently supervised office administration and procedures
- Ensured the compliance of import related documentation with the national legislation
- Efficiently responded to all customer complaints or inquiries

### **Provided HR support:**

- Managed employment contracts
- Developed recruitment policies and selection criteria, closely worked with the Project Managers to develop job descriptions, review and approval procedures
- Prepared and amended employee contracts, managed and supervised the staff

**March 2007 – November 2012**

**Ambiente Italia JV LTD**

*Import manager / financial assistant*

### **Ensured effective, efficient and accurate financial and administrative operations:**

- Coordinated communications with international clients
- Received and verified invoices and purchase orders
- Ensured the compliance of transactions with financial policies and procedures
- Maintained sound filing system of clients' accounts receivable and payable

### **Successfully coordinated Stores' Construction and furnishing projects**

- Coordinated construction projects with foreign constructors (stores: La Galleria, Ermano Scervino, Stefano Ricci, Cornelianani)
- Coordinated Furnishing project with foreign specialists (preparation, verification and processing of furniture orders)

### **Completed payroll functions and provided administrative support:**

- Processed financial transactions
- Calculated employee salaries and benefits, verified and proceeded due payments, timesheets, etc.
- Maintained the inventory, prepared purchase orders

**January 2005 - 1 March 2007**

**RENCO S.p.A.**

*Director assistant / Translator / Logistic officer*

### **Efficiently assisted the company Director and provided administrative support:**

- Worked in multicultural environment, closely cooperated with international clients
- Closely cooperated with representatives of Armenian government including Yerevan City Hall, RA Ministry of Foreign Affairs, Embassies, Passport and visa department of the police service of Armenia
- Provided interpretation for the Director, assisted with technical translations (English, Italian)
- Facilitated sales transactions, assisted in contract preparation
- Assisted with application/obtaining of residence cards and Armenian visas for foreign employees
- Served as a focal point for customers by providing them with necessary information about the company and its services
- Organized events and meetings with customers, arranged travel and accommodation for the staff

**February 2002 – January 2005**

**CONGRESS HOTEL  
RENCO ARMESTATE”LTD**

*Human Resource / Translator / Logistic officer*

**Managed Human Resources and provided administrative/interpretation support:**

- Managed recruitment and conducted employee orientation sessions and trainings
- Prepared and amended employment contracts, managed and supervised the staff of over 150
- Provided technical translations and interpretation during meetings (English, Italian)
- Assisted with application/obtaining of residence cards and Armenian visas for foreign employees

**Education**    **2006-2010 B.S., Psychology, major in “Management psychology”,**  
University of Practical psychology and sociology "URARTU"

**Languages:**    Fluent Armenian, Russian, Italian, English

**Training and certification** information linkedin profile: <https://www.linkedin.com/in/lilit-patvakanyan-3033a394/>