

# Olga

- Family Assistant

- House Manager

- Head of Domestic, Medical and Engineering Personnel Recruitment Service



## Personal Information

Birthdate	1979
Nationality	<ul style="list-style-type: none"> <li>- Russian Federation</li> <li>- has a valid Schengen visa</li> <li>- Montenegro residency</li> </ul>
Place of Birth	Russian Federation
Location	UAE, Dubai
Driving License	Yes
About myself	<ul style="list-style-type: none"> <li>• More than 15 years of experience in the hospitality segment (managed teams and processes in private homes, private aviation)</li> <li>• I work on a project basis. I interact with the senior management of companies, businessmen, diplomats, government officials</li> <li>• I select professional teams of domestic, medical and engineering personnel who provide high-quality service and care for the well-being of families for many years ahead</li> <li>• Experienced MICE specialist (organization of tours, trips, business meetings). Regularly organized a high-class service in 10 countries, in more than 100 cities.</li> <li>• Skillfully and economically manage the budget. I understand how to optimize the costs of maintaining real estate and movable property.</li> <li>• I have a psychological and medical education. I am diplomatic, careful and discreet in confidential matters. I am knowledgeable in pharmacology, I know how to use resuscitation equipment, I quickly navigate emergency, dangerous and stressful situations.</li> <li>• I am fluent in English. Worked in Russia, Europe, Asia, Gulf countries</li> </ul>

## Education

- 2011	Psychology teacher, Moscow State University named after Sholokhov. ,
- 1997	Orthopedic dentistry, MGMSU

### Additional education and courses:

2013 - St. Petersburg State University of Civil Aviation. Training of teachers of aviation training centers in (AUC GA)

2014 - International Academy of Human Problems in Aviation and Astronautics. The human factor in aviation (CRM and Black Sea Fleet)

2017 Academia Italiana di Cucina Pandolfini. Organization of kitchen service.

2020 Hotel Business Academy- Hotel Forum Hotel sales

2020-2021 SAGA Center for Domestic Professions course - "Manager, Butler, Majordomo"

## Working experience

### October 2024 - present

#### Chief of Staff /Villa Manager in Dubai

##### My role includes

- Fully responsible for day-to-day operations at a private villa.
- Recruited, trained, and managed a high-performing household team of 15 staff.
  - Developed internal service standards and operational protocols from scratch.
  - Oversaw event planning, logistics, guest reception, and formal dinners.
  - Supervised children's education, support staff, and coordinated with schools.
  - Managed procurement, budget, and all aspects of lifestyle services for principal and family.
  - Ensured seamless coordination with Moscow-based assets and logistics.
  - Ensured internal coordination between staff, including drivers, nannies, and chefs.
  - Provided detailed financial reports and tracked usage of household funds.
  - Monitored legal documentation, visas, and compliance with UAE labour regulations.
  - Utilised extensive knowledge of Dubai's shopping, hospitality, and service providers.

### July 2023 - September 2024

#### House manager/personal assistant in Abu Dhabi

##### My role includes

- Coordinated and organized meetings, and maintained the director's calendar.  
Recruited and trained household staff, created all regulatory documents for

staff and household operations.

Managed property bills and payments for apartments and houses in Abu Dhabi, Moscow, and Israel.

Developed and managed the household budget.

Organized procurement of groceries and beverages from various suppliers.

Planned and hosted events, formal receptions, and thematic gatherings for the household.

Oversaw children's schooling, including monitoring shadow teachers and maintaining close contact with teachers and school principals.

Organized travel and vacations for the principal and children.

Conducted successful remote sale of an apartment and a car in Moscow.

Organized the delivery of a car to Moscow.

Secured disability benefits and preferential parking permits for children.

Managed all personal errands while ensuring strict confidentiality.

Organized the move and handled the purchase of furniture and interior items for the new residence.

## 2020 - 2023

### House manager // Head of Domestic, Medical and Engineering Personnel Recruitment Service

My role includes

- I am responsible for the high-quality and efficient work of domestic staff teams in private homes in Russia, Israel and Turkey. My job involves medical management of family members and close circle.
- I regularly look for Russian and English-speaking domestic and medical staff to work in private apartments in Dubai, Israel, Turkey, Jamaica, etc
- Achieved a decrease in the turnover rate. My teams have been working without replacements and complaints for more than 2 years now.
- Supervised all real estate objects owned by the family: control of utility bills, payment of bills, management of domestic staff, organization and implementation of purchases, maintenance of all engineering communications and life-support systems in good condition, organization of repairs, landscaping and planting of greenery, interaction with supervisors bodies and contractors, planning, control of expenses for the operation of facilities, purchases of household goods, interior items, individual products, transfer of things to dry cleaning and laundry, control of daily maintenance of cleanliness in the premises and on the territory.

## 2008 - 2019

### Private European Airline (Business Aviation for Corporations and Individuals)

## Business and Asset Manager

My role includes

- Worked for the owner of a European airline registered and located in the Republic of Malta. I was also responsible for the project in Saudi Arabia for the selection, training and adaptation of flight personnel to the aircraft of the representative of the royal family, was relocated to Dubai.
- Until 2008, I was a manager and flight attendant-instructor in the following airlines: Center Avia, Vnukovo Airlines, Orel-Avia.

## Additional information

Russian	Native
English	Advanced
ID	21605

**Excellent references available on request**