

Ilya

Personal Assistant, Estate&Property
Manager, Personal driver, Maintenance
Manager

Based in Monaco



Personal Information

Birthdate	1977
Nationality	— Russian Federation
Marital status, own children	Married, lives with his wife in Monaco
Place of Birth	Russian Federation
Location	Monaco (has residency)
Driving License	Yes
Have a car	yes
Key skills	<ul style="list-style-type: none"> - Facility Management (residential, private, industrial) - Strong negotiation & interpersonal skills, team player - Latest sourcing technologies proficiency (e-sourcing Emptoris) - Subcontractors management - KPIs development & follow up - Hard worker & results oriented
About myself	Preferred positions: Operations & Facility Manager, Estate Manager, Construction & Refurbishment Project Manager, Maintenance Manager, Procurement Manager, Personal Assistant

Education

Russian Peoples' Friendship University, Moscow,	1994 - 1999 Bachelor's Degree in French; Bachelor's Degree in Philology
MGIMO (Moscow State University of International Relations), Moscow,	1999 - 2001 Master's Degree in International Relations and Political Science Special program conducted in French and Russian coordinated by Institute of Political Science of Paris (Sciences Po de Paris) and Moscow State University of International Relations

Working experience

November 2021 - till now

HEAVEN 2015 SCP (Single Family Office), Monaco / Cannes

Estate Manager & Personal Assistant

My role includes

- Manage owned and rented properties at Côte d’Azur
- Manage villa and penthouse staff (maids, drivers, gardeners)
- Liaise with local authorities on various administrative topics (cars registration, residency etc)
- Manage car fleet (purchases, service, insurances etc)
- Support the family on various daily life topics (banks, school, medicine, travel etc)

November 2021 - January 2023

SOLID SFO SAM (Single Family Office), Monaco

Maintenance & Administrative Manager

My role includes

- Develop and manage maintenance & repairs plan of the luxury properties
- Develop and manage maintenance & repairs budget
- Liaise with local authorities on various administrative topics (recruitment, cars registration, residency etc)
- Support the family on various daily life topics (banks, school, medicine, travel etc)

September 2020 - March 2021

MAINSTREAM CONSULTING (Single Family Office), Monaco

Personal Assistant

My role includes

- Manage the agenda, take appointments, complete bookings
- Follow up the budgets, invoices, payments
- Search and manage the purchase of exclusive goods and services
- Translate, prepare summaries, support the villa renovation project

November 2016 - March 2020

RIGMORA HOLDINGS LIMITED (Single Family Office), Monaco

Facility Manager (Europe, Middle East, America)

My role includes

- Develop, implement and follow up of efficient maintenance plans for properties
- Contractors management (services, luxury refurbishment works), contracts management
- Procurement management
- Budgets development and approval
- Develop check lists for the properties

- Regular visits of the properties for maintenance check ups
- Develop service optimization
- Insurances analysis & management

June 2015 - November 2016

Property Manager (Northern Greece) / Sales Development French Language Markets

My role includes

- Manage residential & hotel properties
- Service efficiency analysis
- Subcontractors KPIs development & assessment
- Subcontractors management
- Develop and drive sales on the French language markets (France, Belgium, Switzerland)

June 2011 - June 2015

SIEMENS RUSSIA

Facilities Manager, Russia & Central Asia (Moscow, St-Petersburg, Voronezh)

My role includes

- Real Estate (construction, facility management, consulting)
- Analyze facility categories
- Develop and implement facility management plans
- Provide input in technical briefs development
- Define procurement strategies and optimization solutions for facility services
- Run procurement activities
- Contracts management
- Subcontractors management
- Manage Real Estate procurement team

October 2010 - May 2011

AGREGA LIMITED – JV of British American Tobacco & Anheuser-Busch InBev

Regional Strategic Procurement Manager Eastern Europe

My role includes

- Facility management categories analysis
- Develop common facility management strategies for industrial sites for BAT & ABI factories (15 factories)
- Prepare & run tenders for FM services (stakeholders engagement, criteria development)
- E-auctions (Emptoris) – reverse type (British, Dutch)
- Run negotiations with suppliers
- Contract management
- Subcontractors management
- Deliver targets on FM savings, payment terms & quality improvement
- Savings in 2010 – 2 000 K USD / Managed spend in 2010 – 9 600 K USD
- Purchase of uniforms & safety items for ABI Russia factories – savings 150 K USD

March 2008 - December 2009

BRITISH AMERICAN TOBACCO RUSSIA

Stakeholders Engagement & Communications Manager, Eastern European Operations

My role includes

- Development and implementation of Eastern European Operations Internal Communications Strategy
- Manage creative agencies
- Prepare internal communications materials
- Preparation and leading quarterly business briefings
- Manage Internal Communications network (Russia – 3 factories, Ukraine – 1 factory, Uzbekistan – 1 factory)
- Support Global internal communications team

July 2006 - March 2008

Marketing Skills Development Executive (Marketing Organizational Development)

My role includes

- Marketing Xcellence Series program in Russia (adapt to Russian market, launch, roll-out, promotion)
- Drive Team Leaders Development Workshop in Russia (adapt to Russian market, launch, roll-out, promotion)
- Facilitate trainings (MXS, TLDW)
- Take part in preparing BAT Russia Marketing Learning Strategy 2008-2011
- Manage Regional Field Trainers network

September 2005 - July 2006

Communications Executive (TM&D, since 2006 position moved to Marketing Organizational Development)

Other

My role includes

- Develop cycle incentive programs for BAT Russia Trade Marketing Representatives (brand aimed activities)
- Develop & run internal communication activities for marketing community (Interact site, newspaper, projects)
- Coordinate travel part of BAT Russia National Marketing Conference 2006 in Greece (over 1000 employees)

March - September 2005

Trade Executive Dunhill (Cigarettes & Cigars) – temporary project assignment

Other

My role includes

- Manage field activities of Dunhill special field force
- Drive & control roll-out of Dunhill distribution in GC and RKA trade channels
- Prepare roll-out trade plans
- Select outlets for Dunhill distribution, communication and promo
- Set up price recommendation for retail
- Explore new communication opportunities in retail
- Coordinate activities with other Marketing departments
- Control Dunhill Direct Store Delivery service activities (coverage, pricing)

October 2003 - March 2005

Trade Marketing Territory Representative (Moscow)

My role includes

- Ensure presence of company's strategic brands on the managed territory
- Ensure right pricing and facing of products, merchandising, POSM management
- Develop territory by connecting new outlets to company's retail loyalty programs
- Make trade equipment installation agreements with retail outlets
- Coordinate work of Distribution Representatives making van sales of company's products
- Launch & follow up promos on managed territory, make reports
- List new products in retail outlets on the managed territory

September 2002 - October 2003

THEMATRADE (French commercial agency)

Project manager "Wines"

My role includes

- Launch new wine brands on the Russian market
- Search, negotiations and sell wines to Russian importers of alcoholic products
- Promote new wine brands in Russia – expos (Prodexpo 2003), all types of promotions in retail
- Manage Moscow office budget

Additional information

Russian	Native
French	Fluent (Interpreter degree)
English	Advanced
Greek	Pre-intermediate
Italian	Pre-intermediate
ID	20380

Excellent references available on request