

Nadir

Personal Assistant, Wardrobe care specialist, Butler



Personal Information

Birthdate	1981
Zodiac sign	Virgo
Nationality	— France
Marital status, own children	Single, no children
Place of Birth	France
Location	France, Paris
Driving License	No
Have a car	No
Sports	— Outdoor activities
Areas of interests	— Healthy lifestyle
About myself	Dynamic and passionate PA/Lifestyle manager with over 10 years of experience working for UHNWIs and brands. A well-mannered individual ensuring the highest standards of service. A highly motivated and individual with excellent communication skills, with a confident and vibrant personality. Well-connected within International luxury scene, with a pulse on the latest trends, events, and high-end services. Very creative and passionate to deliver exquisite experiences.

Education

2004 - till now	Bachelor Information/Communication, French Press Institute of Paris 2/Assas, France, Paris
2003 - 2004	Master of Foreign Languages, Cordoba University, Spain
2005 - 2006	Master of Communication Multimedia, Italy
2007 - 2008	Master 2 of foreign languages (communication and trade)

Working experience

June 2024 – August 2025

France.

Private Personal Assistant

UHNW Family

My role includes

Coordinating personal and social engagements; Booking all appointments
Personal shopping, wardrobe set up, handling confidential tasks, sourcing items
Travel planning and international bookings (medical, personal, social...)
Handling correspondence, emails and phone calls/ Organizing events and social gatherings

May 2023 – May 2024

France.

Private Personal Assistant

UHNW Family

My role includes

Recruiting staff for a 53M Private Yacht, luxury gift buying
Building and maintaining relationships with vendors; on the ground support
General lifestyle related bookings using an international updated black book

January 2020 - December 2022

France.

Travelling Personal Assistant

HNW Family

My role includes

Organizing events (birthdays cake design), sourcing gifts, errand running
Luxury personalization with family logo and sourcing items for new Palace
Researching and understanding latest trends, events and high-end services
Liaising with professionals, VIPs, social engagements, philanthropy, household staff
Coordinating and recruiting the household staff (drivers, security, maids, nannies...)
Manage daily schedules, appointments liaising with family members and household staff

January 2016 - December 2018

France.

Travelling Private Assistant/Wardrobe Manager

HNW Family

My role includes	Daily personal shopping online and physical stores (fashion, art pieces, gift) Wardrobe manager: packing expensive pieces, unpacking, preparing room Travel arrangements (booking flights, hotels, yacht) and providing itineraries
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March 2011 - March 2015

France.

Hospitality Ambassador Worldwide Flagship Paris

Hermes

My role includes	Identifying and welcoming VIPs with special treatment and protocol/ Serving beverages In charge of the VIPs reporting book (head of states, Royal families, celebrities, CEO) Training of the new employees through the “French art de vivre” and expertise
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February 2007 - February 2010

France.

Press Office and Public Relations Assistant

GIORGIO ARMANI

My role includes	Support all logistics surrounding events: trunk show, fashion show, press day, shootings, taking care of the celebrities during ARMANI PRIVÉ haute couture show in Paris Personal assistant of the communication director of France/Benelux: Responding to emails, answering calls, organizing and managing events, agenda handling
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Health

Smoker	No
Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	Yes
Allergies	No

Additional information

English	C2 - Fluent
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French	Native
Spanish	C1 - Advanced
Italian	C1 - Advanced
Personal characteristics	Responsible, punctual, reliable, creative, active, positive, qualified, experienced
Key skills	Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. 24/7 full time working experience
Are you ready to take a polygraph if it's required by employer?	Yes
ID	32709

Excellent references available on request