



# Sara Sciusco

Executive Assistant at 3T SRL

## PERSONAL SUMMARY

I see myself as a natural leader. I have the ability to direct, organise and inspire people. I am pragmatic and realist, I understand that change is a business necessity. I am dynamic. I am very motivated and I am full of ideas of how to run a team. I have the energy and the confidence to do it. Constancy allows me to succeed in managing individual things always keeping in mind the general structure. My presence in the field of work since a long time allowed me to acquire continuous awareness of the company's performance and adapt solutions to any problems, also keeping me updated with the help with the curiosity to learn new things and to improve my skills.

## PERSONAL INFORMATION

Birth date: 03 July 1994  
Nationality: Italy  
Residence Country: United Arab Emirates – Dubai

## PREFERRED JOB

Preferred Job: Employee Relations Officer  
Field: Sales

## WORK EXPERIENCE

Total Years of Experience: 3 years, 11 months

<b>Executive Assistant at 3T SRL</b> Italy	May 2018 – Present
<ul style="list-style-type: none"><li>-Tyre reseller on b2c</li><li>-Strategic skills, organisation, personnel management and training with experience in the field of marketing and trade</li><li>-Analysis of the main macro-economic variables and trends and the growth engines of own market</li><li>-Medium and long-term business vision</li><li>-Analysis of placements and strategies of competitors</li><li>-Considerations on the evolution of distribution channels</li><li>-Considerations on the role of marketing</li><li>-Analysis of the balance sheet and the main performance indicators</li><li>-Decisions on transport and logistics</li><li>-Management of credit</li><li>-Management of relations with suppliers and implementors</li><li>-Product marketing</li><li>-Specialist MS SQL</li><li>-Server 2000 Case</li><li>-Planning sales</li></ul>	
<b>Administrative Employee at SP DISTRIBUZIONE PNEUMATICI SNC</b> Italy	January 2017 – Present

- Implementation of marketing strategies, resulting in increased customer
- Direct collaboration with clients and management team
- Assistance to various groups of companies through the organisation and dissemination of documents during acquisitions
- Evaluation and initial analysis of the client to start the work

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## EDUCATION

**Higher diploma / Business&Management  
at Nest Academy Of Management  
Education  
United Arab Emirates – Dubai  
October 2021**

**Diploma / psychological and teaching-  
training studies at Istituto San Paolo  
Rome, Italy  
July 2013**

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## LANGUAGES

English / Level: Expert  
Italian / Level: Native Speaker

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