



Estelle

ADMIN ASSISTANT

ENGLISH & FRENCH

CONTACT

Estelle Ntumba

+32 484 96 20 00

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STUDIES

International Tourism
Management
LondonMet University,
United Kingdom

Tourism Management
Bachelor's degree
HELHA, Belgium

OTHER

Fully bilingual
(French & English)

Suite Office
Sales Force
SAP
Concur

Excellence Customer Service
Award
(US Army Europe)

PROFILE

A detailed oriented customer service specialist with over 10 years' experience delivering highly personalized services. Friendly, quick-learning and seeking to contribute to a great work ethic. Effective communicator, attentive listener, diplomatic and results-oriented.

EXPERIENCE

PERSONAL ASSISTANT - CEO - ASANTII - BRUSSELS
February 2024- July 2024 (CDD)

CLIENT EXPERIENCE OFFICER - CLOSD - BRUSSELS
January 2022- October 2023

GUESTS SERVICES ASSISTANT - WHITE & CASE - BRUSSELS
August 2021- December 2021 (Interim)

MANAGEMENT ASSISTANT - SERVCORP - BRUSSELS
January 2021- July 2021 (Interim)

MANAGEMENT ASSISTANT - BUSINESS AVIATION - BRUSSELS SOUTH AIRPORT
September 2019-March 2020 (Interim)

MANAGEMENT ASSISTANT - ALTIUS LAWYERS - BRUSSELS
January 2019-August 2019 (Interim)

ASSISTANT TO CTO - LUNE ROUGE - MONTREAL, CANADA
May 2017- October 2018

ASSISTANT TO VP CORPORATE AFFAIRS - METRO INC - MONTREAL, CANADA
2014-2017

ADMIN ASSISTANT - FLEET MANAGER - US ARMY EUROPE - CHIEVRES, BELGIUM
2012-2014

ADMIN ASSISTANT - H&M LOGISTICS - MONS, BELGIUM
2011-2012