ARUSYAK ZOHRABYAN

+1 (747) 476-3395 | arusik88@mail.ru

PROFESSIONAL SUMMARY

Administrative and operations professional with extensive experience supporting office functions, coordinating schedules and documentation, managing procurement activities, and communicating with customers, vendors, and internal teams. Background includes project administration, purchasing, visa documentation, personnel records, and front-desk operations. Recognized for organization, reliable follow-through, and the ability to coordinate multiple administrative priorities.

CORE COMPETENCIES

Office Administration • Operations Coordination • Calendar & Appointment Management • Customer Relations • Front Desk Operations • OpenTable Reservations • Project & Schedule Coordination • Procurement & Vendor Communication • Records & Document Management • Reporting • Phone & Email Communication • Multilingual Communication

PROFESSIONAL EXPERIENCE

Muse Lifestyle Group | *Receptionist* | July 2026 – Present

- Coordinate customer tours and appointments with managers and maintain calendar availability.
- Manage restaurant reservations through OpenTable and support smooth day-to-day scheduling.
- Handle incoming calls and provide professional, helpful customer service.

SolarPlus Inc. | *Solar Project Administrator* | August 2025 – May 2026

- Coordinated project administration, including site assessments, permits, inspections, installation schedules, and customer communication.

Hrashk Aygi LLC | *Purchase Manager* | August 2024 – June 2025

- Managed purchasing activities, communicated and negotiated with suppliers, and handled import documentation.

BLS International – Spanish Visa Center | *Visa Processing / Administrative Associate* | March 2023 – August 2024

- Processed visa applications, reviewed supporting documents, and helped maintain accurate application records.

Police Forces of Armenia | *Staff Clerk* | 2015 – 2023

- Maintained personnel records and prepared and organized administrative documentation.

Grand Commerce LLC | *Inspector* | 2014

- Conducted inventory control and branch inspections.

Nairit Plant CJSC | *Secretary / Operator* | 2009 – 2014

- Supported project coordination, reports, business documentation, and translation tasks.

EDUCATION

M.A. in International Relations and Diplomacy

B.A. in Linguistics and Political Science

Yerevan State Linguistic University

LANGUAGES

Armenian (Native) | English (Fluent) | Russian (Fluent)