



Assya A. B. Joseph, Fcmgr

Change making, one meeting at a time.

London, UK

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Links

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Languages

Arabic (Basic)

English (Native)

About

Supporting strategic integrity through high level executive support, discretion and diligence. An LSBU Business Management Alumni, striving to develop strategic and high level partnership with senior executives on a daily basis.

With keen interests surrounding executive strategic partnership, thought-leadership, innovation and DEI, I enjoy working collaboratively as well as individually, with strong project management and strategic acumen.

Foundation Chartered Manager, accredited by the Chartered Management Institute
Neurodivergent & Disabled
Associate Member of the Chartered Management Institute

Message me for any administrative management or strategic leadership advice!

BRANDS WORKED WITH

- AS Watson
- Queen Mary University of London
- London Borough of Camden
- Chartered Management Institute
- Knight Frank
- Hewlett Packard Enterprise
- The Ivy Collection
- The PA Way
- Confidential
- Aishas Atelier

Experience

● Junior Office Manager & Personal Assistant

AS Watson | May 2024 - Sep 2024



● Personal Assistant

Queen Mary University of London | Nov 2023 - May 2024



● Personal Assistant to Director of Childrens Safeguarding and Family Help

London Borough of Camden | Apr 2023 - Nov 2023



● Personal Assistant to Director of Childrens Safeguarding and Social Work & Director of Housing

London Borough of Camden | Aug 2022 - Apr 2023

Supporting two directors across two divisions on a number of important projects, including administrative tasks.

● Associate Member & Foundation Chartered Manager

Chartered Management Institute | May 2022 - Now



● Personal Assistant/Executive Support to Partners

Knight Frank | Jan 2022 - Aug 2022

Administrative support to partners and team.



● Personal Assistant to Presales & Sales Managers

Hewlett Packard Enterprise | Mar 2020 - Jan 2022

Supporting the CTO, Presales & Sales managers at a 1:2 or 1:3 ratio, with projects, events and administrative tasks.



- **Recruitment Coordinator**

The Ivy Collection | Apr 2019 - Mar 2020

Working within the Head Office In-House Recruitment team, I supported the recruitment partners and managers with recruitment administration, recruitment of team members additional to head office staff, as well as supporting with recruitment drives and events across the team member and head office space.

I also helped with charity recruitment and worked across Shelter and Only A Pavement Away, to allow people the opportunity to come into the workforce through particular recruitment programmes within our restaurants in London.



- **LORO Member**

The PA Way | Apr 2018 - Aug 2023



- **PA to UHNWI**

Confidential | Sep 2017 - Apr 2019

- **Founder**

Aishas Atelier | Nov 2016 - Now

Founded in 2016, Aishas Atelier is first and foremost an individual eyelash extension artistry, brand and training school that implements fundamental business management and beauty training into their courses. Assya is the lead trainer at AA and offers online and in person courses and master classes for beginners and advanced lash artists as well as consulting services for beauty business owners.

Education & Training

2022 - 2023

- **Sussex Business School Ltd.**

Associate's degree,

2017 - 2019

- **London South Bank University**

FdA Business Management,