

Personal statement

An efficient, organised and approachable person who is always willing to help work colleagues out. Possessing fast and effective secretarial skills, and having a strong administrative background with knowledge of the latest office management techniques and experience of using specialist software packages. Always happy to do the mundane office duties as well as the more exciting work. Having a comprehensive understanding of attending meetings, preparing agendas, and maintaining departmental electronic and manual filing systems. Presently searching for a suitable secretarial role with an exciting and progressive company.

Employment History

Paper Merchants - Slough

SECRETARY April 2009 - Present

Responsible for providing secretarial and administrative support to all parts of the business. Other tasks include covering the reception area at lunchtime and during holiday periods, meeting and greeting visitors, answering their queries and dealing with deliveries.

Duties:

- Filing, archiving, photocopying, scanning and faxing documents.
- Screening calls and taking messages.
- Creating invoices, filing receipts and dealing with all financial documentation.
- Answering and dealing with incoming and outgoing telephone calls.
- Making travel and accommodation arrangements for Company Directors and senior managers.
- General ad-hoc duties such as ordering stationary, making tea, and tidying the office area.
- Preparing correspondence and documents from digital dictation.
- Handling confidential information in line with the firms data security protocols.

Local Authority - London

PERSONAL ASSISTANT October 2008 – April 2009

Stationary Supply Company - Watford

ADMINISTRATIVE ASSISTANT June 2008 – October 2008

Areas of Expertise

Minute taking	Administrative support	IT skills	Document management
Diary management	Audio typing	Reception duties	Shorthand
Secretarial support	Managing stationary	Report writing	Organising meetings

Secretarial skills

- Superb organisational and time management skills.
- Very high standard of English, grammar, punctuation and spelling.
- Trustworthy and able to work in highly confidential environments.
- Having a fast and accurate typing speed (min 70 wpm).
- Articulate with excellent communication and interpersonal skills.
- Ability to accurately maintain computerised and manual filing/documentation systems.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Business Administration BA (Hons)
 RSA III
 Birmingham South College - 2003 - 2005 - Secretarial Diploma

References - Available on request.

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