

Maxine Curry

Administrative Clerk

AREAS OF EXPERTISE

Office procedures
Resolving queries
Challenging discrepancies
Maintain office files
Quoting customers
Provide receptionist services
Answer phones

PROFESSIONAL

First Aider
Official Key holder

PERSONAL SKILLS

Culturally aware
Respectful of others
Never give up attitude
Sociable

CONTACT

Maxine Curry
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF
T: 0121 638 0026
M: 0121 638 0026
E: info@dayjob.com

Driving license: Yes
Nationality: British

PERSONAL SUMMARY

A customer oriented and highly motivated individual who can provide a high level of administrative support to enable the smooth running of a busy office. Maxine is a proactive office administrator who's always eager to lend a helping hand and make sure that a business runs efficiently, professionally and safely. She is a quick and keen learner who is always ready to make the most of any opportunities that may come her way. Right now she wants to join a company where she will have a chance to gain exposure to a wide variety of clerical activities.

WORK EXPERIENCE

Smiths IT – Birmingham

ADMINISTRATIVE CLERK Jun 2013 – Present

Responsible for managing telephone calls, writing letters and documents, taking minutes at meetings and collating statistics on a daily basis.

Duties:

- Providing support to the company through both administrative and clerical duties.
- Maintaining the office's stationery, catering supplies and IT equipment.
- Involved in the typing and creation of documents as well as the processing of client information.
- Providing a high standard of service to customers.
- Printing and collating all paperwork required for the next working day
- Logging information on internal systems.
- Gathering useful and important information by phone, letter, email or in person.
- Recording and updating customer databases.
- Photocopying and scanning administrative documents.
- Handling telephone information requests.
- Processing incoming and outgoing mail.
- Managing the security access card management system.

Company name - Location

JOB TITLE Employment dates (i.e. Aug 2011 – Jun 2013)

KEY SKILLS AND COMPETENCIES

- Proof reading documents to a high standard.
- Used to working office equipment and computers for long periods of time.
- Identifying opportunities for administrative improvement.
- Excellent telephone manner.
- Able to efficiently work under pressure.
- In-putting data accurately and efficiently

ACADEMIC QUALIFICATIONS

Nuneaton University ***2008 - 2011***
BSc (Hons) Business Administration

Coventry Central College ***2005 - 2008***
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



Copyright information - Please read

© This resume template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are also most welcome to link to any page on our site www.dayjob.com. However this template must not be distributed, used for commercial purposes or made available on other websites without our prior permission. For any questions relating to the use of this template please email: info@dayjob.com