

AMIR KHAN

OFFICE ADMINISTRATOR

Career summary

A capable, talented and lively Office Administrator who possess high levels of accuracy and attention to detail, good organisational abilities, and is able to perform well in a fast paced, demanding environment. Amir is self-motivated, with an enthusiastic and passionate manner about providing good service in everything that he does. He is constantly looking for ways to improve administrative processes so that tasks get done more effectively. Right now he is looking to work for an exciting company that is committed to excellence.

Work experience

Retailers

OFFICE ADMINISTRATOR June 2008 – Present

Responsible for providing leadership on all administrative matters, as well as regularly reporting to Managers on the overall performance of the office.

Duties:

- Preparing letters, quotations and reports as required.
- Monitoring unpaid invoices against the cash analysis.
- Updating It and filing systems with new information.
- Dealing with the resolution of customer disputes & queries.
- Accurately banking store cash takings.
- Processing supplier invoices and cheque requests as required.
- Reconciling till receipts to invoices raised by using spreadsheet analysis.
- Organising, checking and inputting Engineer timesheet information.
- Administering the Fire Evacuation Register.
- Administering the staff holiday rota and systems.

Quality Hotel

ADMINISTRATIVE ASSISTANT July 2006 – May 2008

Academic qualifications

Nuneaton University 2003 – 2006

BA Corporate Hospitality

Nuneaton College 2001 – 2003

A levels Maths (A)
English (B)
Geography (A)
Physics (D)
Accounting (B)

Key skills

AREAS OF EXPERTISE

- Administration
- Office duties
- Problem solving
- IT skills
- Diary management
- Data input
- Maintaining records
- Payroll

ADMINISTRATIVE SKILLS

- Ability to create and manage timelines.
- Excellent communication and interpersonal skills.
- Natural positive attitude and outlook.
- Raising purchase orders.
- Raising miscellaneous invoices.
- Superb Excel and Microsoft Office skills.
- Ability to multi task with strong attention to detail.
- A confident and clear telephone manner.
- Arranging and participating in meetings.
- Taking accurate messages.
- Identifying and auctioning all sales leads.
- Organising and planning ahead.
- Accurately filling in administrative records and relevant paperwork.
- Contacting potential clients and existing clients.
- Managing small cash floats.
- Preparing weekly accounts.
- Ability to work with minimum supervision.
- Opening and distributing mail.
- Maintaining Purchase Order Processes.
- Answering and re-directing telephone calls.

PERSONAL SKILLS

- Self-Starter with an accurate and detail oriented work ethic.
- Ability to thrive within a fast-paced environment.
- Superb verbal and written communication skills.
- Pragmatic and having a 'can do' attitude.
- Remaining calm and polite at all times.
- Can work well under pressure.
- Strong sense of responsibility.

REFERENCES

Available on request.

CONTACT DETAILS

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