

Personal statement

Mary is a reliable, conscientious and positive self-starter who not only works well with others, but also performs effectively when she is on her own. She always has a positive attitude and possesses excellent people and communication skills. Having a clean and neat appearance at work helps her to come across as a very professional individual who can excel in any client facing or customer service role. When required she is willing to take the initiative to ensure that any work given to her is completed on time and to the highest standards. At present she is looking to continue her already successful career by joining a company that is looking to recruit talented individuals who can get results.

Employment History

Finance Company - Coventry

OFFICE ADMINISTRATOR April 2009 - Present

Responsible for the preparation of quotations, cash handling, banking and cash collection, as well as dealing directly with the customers and suppliers. Also involved in daily mundane administrative tasks such as filing paperwork, checking applications, photocopying and answering telephone calls.

Duties:

- Supporting the Director and Senior Leadership of the business by providing administration support for their roles.
- Enforcing the Safety Policies within the office environment.
- Following standardized company procedures relating to all aspects of Office performance.
- Competently typing all standard letters and terms of business to a high quality.
- Establishing stationary requirements for the Office and prepare a list for authorisation by the Manager.
- Identifying and reporting fraudulent accounts.
- Ordering and maintaining relevant office supplies.
- Meeting and greeting potential clients.

Quality Hotel - London

ADMINISTRATIVE ASSISTANT October 2008 – April 2009

Hospitality Company - Watford

EVENTS CO-ORDINATOR June 2008 – October 2008

Areas of Expertise

Administrative work	Telephone screening	Filing	Processing timesheets
Data input	Minute taking	Organising meetings	Health & Safety
Cost control	Data mining	Labour scheduling	Commercial acumen

Administrative skills

- Having an organised and methodical approach to completing tasks.
- Capable of managing own time in order to meet deadlines.
- Writing up documents that are accurate and professionally laid out.
- Having the ability to present at board level and the gravitas to lead a large team.
- Fantastic telephone manor and be able to converse with people at all levels.
- High levels of accuracy and attention to detail.

Academic Qualifications

Birmingham North University - 2005 - 2008 - Hospitality & Management BA (Hons)
 Sales & Marketing - Diploma
 Birmingham South College - 2003 - 2005 - Commerce Diploma

References - Available on request.



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