

Anthony Brown

Office Administrator Resume

AREAS OF EXPERTISE

Financial administration

Office procedures

Typing & word-processing

Keyboard skills

Filing

Reception duties

Decision making

MS Office applications

PROFESSIONAL

Fire Safety Certificate

Advanced First Aid

French Speaker

PERSONAL SKILLS

Service orientated

Responsiveness

Leadership skills

Professional judgement

PERSONAL DETAILS

Anthony Brown
Dayjob Ltd
The Big Peg
Birmingham
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PERSONAL SUMMARY

A team player, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels. Anthony has a highly organised approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. He has a reputation for delivering a high quality, personal service to both junior and senior work colleagues. Apart from being immediately available, he also has a strong background in general administration along with experience of working within a customer focused company like yours. Right now he is looking for a key support role where he will have responsibility for the administrative processes within the Office.

CAREER HISTORY

Recruitment Company - Birmingham

OFFICE ADMINISTRATOR Jul 2011- Present

Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.

Duties:

- Following standardized company procedures relating to all aspects of Office performance.
- Answering incoming calls in a professional manner.
- Maintaining suitable and sufficient office stationary levels.
- Establishing stationary requirements for the Office.
- Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
- Updating databases with confidential and relevant information.
- Sourcing candidates C.V's from various job boards or other media sources.
- Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.
- Arranging interviews and confirming interviews by email.
- Coordinating and communicating social activities for the Office staff.

Local Authority - Coventry

ADMINISTRATOR Feb 09 - Jul 11

Retail Sales - Coventry

OFFICE JUNIOR Jun 08 - Feb 09

KEY SKILLS AND COMPETENCIES

Administration

- Able to use office equipment like copiers, fax's, scanners & printers.
- Ability to type 30 wpm and demonstrated proficiency on 10-key.
- Creating financial and statistical reports using spreadsheets.

ACADEMIC QUALIFICATIONS

Birmingham North University 2005 - 2008

Corporate Hospitality BA (Hons)

Birmingham South College 2003 - 2005

A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request.



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