

AMIR KHAN

OFFICE MANAGER

Career summary

A reliable and trustworthy Manager who has the required solid organizational and multitasking skills needed to ensure the effective management and daily running of any office. As a team player Amir is quick to share knowledge and empower others through providing information, guidance and support in any endeavour. He always demonstrates the highest standards of professionalism and has a long track record of successfully driving administrative staff to achieve maximum levels of performance. He is now looking for an exciting role with an ambitious company.

Work experience

Retailers

OFFICE MANAGER June 2008 – Present

Responsible for ensuring adequate staff levels to cover for absences and peaks in workload, also in charge of implementing and promoting equality and diversity policies.

Duties:

- Completing staff rotas for the office team.
- Managing day-to-day office operations.
- Supervising office staff, ensuring that tasks are completed accurately and on time.
- Liaising with client representatives & customers as required.
- Ad-hoc admin projects.
- Conducting departmental meetings.
- Resolving any general office issues.
- Scheduling internal and external meetings for managers.
- Organizing and running the reception area.

Local Government

OFFICE ASSISTANT July 2006 – May 2008

Quality Hotel

ADMINISTRATIVE ASSISTANT April 2006 – July 2006

Academic qualifications

Nuneaton University 2003 – 2006

BA Business Management

Nuneaton College 2001 – 2003

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

Key skills

AREAS OF EXPERTISE

- Supervising staff
- Office duties
- HR admin
- IT skills
- Office management
- Complaint handling
- Financial planning
- Payroll processing

MANAGEMENT SKILLS

- Developing robust filing systems.
- Customer relationship management.
- Dealing with demanding customers.
- Auditing administrative systems.
- Taking minutes of meetings.
- Superb Excel and Microsoft Office skills.
- Ability to multi task with strong attention to detail.
- Able to lead and motivate a team.
- Arranging and participating in meetings.
- Preparation of minutes.
- Proven Operational Management experience.
- Organising and planning ahead.
- Organizing social and staff events.
- Dealing with health and safety issues.
- Maintaining a safe office environment.
- Preparing risk assessments.
- Excellent people skills.
- Creative problem solving capabilities.
- Proven high attention to detail.
- Maintaining & updating files and filing system.
- Controlling costs in all aspects of the business.

PERSONAL SKILLS

- Strong problem solving qualities.
- Ability to work autonomously, with minimal supervision.
- Superb verbal and written communication skills.
- High level of integrity and confidentiality.
- Setting office goals and driving performance to exceed goals.
- Strong sense of responsibility.

REFERENCES

Available on request.

CONTACT DETAILS

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