

# Martin Chambers

## Clerk resume

### KNOWLEDGE OF

*High volume processing*

*Data entry*

*Computer literate*

*General administration*

*Filing*

*Excellent grammar/spelling*

*Competent keyboard skills*

*Producing documents*

*Troubleshooting*

*Completing work schedules*

### PERSONAL SKILLS

*Confident phone manner*

*Quick learner*

*Multitasking*

*Sociable*

*Meticulous*

### PERSONAL DETAILS

*Martin Chambers  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF  
England, UK  
T: 0044 121 638 0026  
M: 0044 121 638 0026  
E: info@dayjob.com*

### CAREER OBJECTIVE

A focused and methodical college leaver who is more than able to provide an effective clerical and administrative back up service to senior colleagues. Martin is able to handle high pressure, long hours, demanding deadlines and great responsibility. He is confident that he can attend to much of the accounts, schedules and paperwork associated with a busy office. He is presently looking for a suitable position within a well established, friendly team.

### ACADEMIC QUALIFICATIONS

<b><i>Coventry North College</i></b>	<b><i>2011 - 2012</i></b>
Diploma in Business Administration	Pass
<b><i>Birmingham South High School</i></b>	<b><i>2008 - 2011</i></b>
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

### CLERICAL SKILLS ACQUIRED WHILST STUDYING

- Answer the telephone, directing calls and taking messages.
- Accurately recording and updating information onto databases.
- Processing any necessary paperwork.
- How to gather information by phone, letter, email or in person.
- Operating office3 machinery such as photocopiers, fax machines etc.
- Corresponding via email.
- Excel, Quickbooks, Sage, SAP and Oracle.
- The Data Protection Act as well as other relevant legislation and understanding the need for confidentiality.
- Raising debit and credit notes.
- Producing accurate information.
- Photocopying and scanning documents.

### KEY COMPETENCIES

- Results driven with a commitment to working to high standards.
- Good organisation and time management skills.
- Able to use own judgement when dealing with problems.
- Self-motivated and eager to take ownership of responsibilities.
- Clear, persuasive and personable communicator.

### SELECTED ACHIEVEMENTS

Professional Certificate in Modern Administrative Systems  
Commended by College for introducing a new Filing system.  
Advanced First Aid Certificate

### HOBBIES & INTERESTS

As a keen film fan, Martin regularly visits Cinema's around the country. He is also a member of a society that finds and comments on forgotten old film classics from the 1930's. He has made many friends though his hobby and regularly meets them.

**REFERENCES** – Available on request.



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