

I am a competent and enthusiastic administrative assistant with 1-year of experience in the retail industry.

I am organized and proactive in providing timely and accurate administrative support to office managers. I am skilled at preparing documentation, memos, and handling correspondence.

**Nuneaton University**

+ BSc (Hons) Business Administration

2015 – 2018

**Coventry College, Lagos.**

+ Secondary School Leaving Certificate

2006 – 2014

**Maryland Schools**

+ Primary School Leaving Certificate

1994 - 2005

Education

Skills

*+ Time Management*

*+ Interpersonal Relationship*

*+ Organisation*

*+Communication*

Summary

**Car Sales Company, Lagos.**

Administrative Assistant

2019 – Present

**Duties**

+ Meeting and greeting clients and visitors that come to the office.

+ Typing documents and distributing memos.

+ Supervising the work of office juniors and assigning work for them.

+ Handling incoming /outgoing calls, correspondence and filing.

+ Faxing, printing, photocopying, filing and scanning.

+ Organizing business travel, itineraries, and accommodation for managers.

+ Monitoring inventory, office stock and ordering supplies as necessary.

+ Updating & maintaining the holiday, absence and training records of staff.

+ Responsible for purchase orders.

+ Raising purchase orders and invoice tracking.

+ Creating and modifying documents using Microsoft Office.

+ Setting up and coordinating meetings and conferences.

+ Involvement in social media implementation.

+ Updating, processing and filing of all documents

Work Experience

*Administrative Assistant*

Gary Olusegun

0804-7657-432

sample@gmail.com

3, Ike Street, Ikeja

0804-7657-432

sample@gmail.com

3, Ike Street, Ikeja