

Kate Holmes Office Administrator

Dayjob Ltd
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PERSONAL STATEMENT

A talent driven individual who is focused on performance as well as results, and who is able to provide an accurate and efficient administrative/secretarial service to all staff within an office environment. Kate possesses a strong background in general administration along with experience of working in a fast paced and pressurised environment. She has a real drive to grow her career within your industry, and is greatly excited at the possibility of working for your company. On top of all of this she is very smart and presentable, and demonstrates great pride in her professionalism and manners. Right now she is looking to work for a suitable company where there is a lively environment that will keep her busy at all times.

AREAS OF EXPERTISE

- ADMINISTRATION**
- Supporting the administrative requirements of internal teams in a pressurised office.
 - Can prioritize and handle multiple tasks while meeting established deadlines.
 - Strong knowledge of all I.T packages (Microsoft Word, Excel, etc).
 - Collating timesheets, calculating hours & producing information to forward to payroll organisation.
 - Ensuring office expenditure is maintained within budgeted levels.
 - The ability to plan, anticipate & react positively.
 - Ability to communicate effectively at all levels.
 - Ensuring that proper office evacuation procedures are in place in case of a emergency situation arising.
 - Writing up simple instructions, short correspondence, and memos.
 - Maintaining correct staffing levels in line with busy periods and holiday leave.
 - Providing reports, as required, for senior management.

- PERSONAL**
- Consistently striving for continuous improvement whilst ensuring a high level of professionalism.
 - Can work collaboratively and communicate effectively with team members at all levels.
 - Treating all hotel staff fairly, consistently and without prejudice.
 - Possessing an enthusiastic management style that keeps all staff engaged.
 - Logical, passionate and determined when approaching problems.

CAREER HISTORY

Retail Company - Coventry

OFFICE ADMINISTRATOR April 2009 – Present

Responsible for providing general administrative support to enable the smooth and effective running of the business. On top of this also involved in producing invoices, chasing up unpaid bills and making sure deliveries to customers arrive on time.

Duties:

- Effectively maintaining and monitoring the business data and asset management systems.
- Managing a front office dealing with face to face, telephone & e-mail enquiries.
- Preparing application forms and sales literature.
- Photo copying, filing, scanning and carrying out any other administration duties as and when required.
- Scheduling appointments on behalf of the sales consultants as required.
- Investigating and resolving invoice queries.
- Dealing with queries both internally and externally.
- Administrating the Holiday systems.
- Carrying out a physical stock count of consumables on a monthly basis.
- Updating the company's website with new information.
- Receiving the post, sorting it out and then passing it on to the correct recipients.

College - Coventry

ADMINISTRATIVE ASSISTANT June 2008 – April 2009

ACADEMIC QUALIFICATIONS

Birmingham North College	2005 - 2008	Corporate Hospitality
Birmingham South School	2003 - 2005	A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request



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