

PROFESSIONAL SUMMARY

A hardworking individual with a strong work ethic and experience in various fields. Seeking a position where I can contribute and grow professionally. A team player and a skilled business administrator with advanced communication skills. Capable of multitasking and urgent problem-solving.

EDUCATION

Bachelor's Degree in Business Administration, University of London, 2018

WORK EXPERIENCE

Office assistant, Alpha Trade, 2019 - Present

- Assisted with office tasks.
- Managed general administration assignments.
- Helped maintain the company's records and archives.
- Helped organize the company's documentation.
- Registered visitors at reception as needed.
- Managed a demanding reception inbox.
- Directed incoming calls of the company.

Administrative support, Lightning Solutions LTD, 2018 - 2019

- Assisted in basic computer tasks and office support.
- Worked as a part of a team to complete assignments.
- Managed small-scale projects as needed.
- Orchestrated the management of office equipment.
- Maintained meeting room bookings.
- Organized couriers and distributed stationery.
- Ensured that the reception area was presentable at all times.
- Managed the general housekeeping of the office area.

SKILLS

- Strong communication skills
- Basic computer proficiency
- Team collaboration
- Problem-solving
- Attention to detail
- Adaptability

CERTIFICATIONS

None at this time

ADDITIONAL INFORMATION

Motivated and eager to learn new skills in collaborative team settings and individually. Open to opportunities. Have no issue working in dynamic environments and adapting to challenges. Strong problem-solving abilities and decision-making skills. Passionate about learning and professional advancement. Interested in modern business strategies, business models, and customer relations. Able to work in team settings and as an independent employee with a set number of tasks.