

Gary White

Administrative assistant

AREAS OF EXPERTISE

Office management

Administrative support

Minute taking

Report writing

Presentations

Diary management

PROFESSIONAL

NVQ (Level 2) Customer Care

CLAIT qualification

ECDL

PERSONAL SKILLS

Time management

Proactive and assertive

Flexible & approachable

PERSONAL DETAILS

*Gary White
34 Anywhere Road
Coventry
CV6 7RF*

T: 02476 888 5544

M: 0887 222 9999

E: gary.w@dayjob.co.uk

DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company.

WORK EXPERIENCE

Car Sales Company – Coventry

ADMINISTRATIVE ASSISTANT

June 2008 - Present

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

Duties:

- Meeting and greeting clients and visitors 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.
- Organising business travel, itineraries, and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating & maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Raising of 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.

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.
- Ability to type at least 60+ wpm.

ACADEMIC QUALIFICATIONS

BSc (Hons) Business Administration

Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

Copyright information - Please read

© This administrative assistant [CV template](#) is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site www.dayjob.com. However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: info@dayjob.com.