
Narrative Report For OJT Office Administration

Title Page

- **Report Title:** Narrative Report on Office Administration On-the-Job Training
- **Trainee's Name:** Sophia Martinez
- **OJT Duration:** June 1, 2024, to August 31, 2024
- **Company Name:** Bright Solutions Consultancy
- **Submission Date:** September 5, 2024

Acknowledgments

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Introduction

This report provides a comprehensive overview of my On-the-Job Training at Bright Solutions Consultancy, focusing on my experiences, the skills I developed, and the challenges I overcame. The training was a valuable opportunity to apply theoretical knowledge to real-world administrative tasks.

Company Overview

Bright Solutions Consultancy is a leading management consultancy firm specializing in business process optimization. The office administration department plays a crucial role in ensuring efficient operations across all departments.

Objectives of the OJT

My goals were to gain hands-on experience in professional office administration, enhance my organizational and communication skills, and understand the dynamics of working in a fast-paced business environment.

Experiences During the OJT

Administrative Tasks Performed

I was responsible for scheduling client meetings, managing email correspondence, organizing files, and assisting in the preparation of monthly reports. A significant project I contributed to was organizing a three-day team-building retreat, involving venue selection, participant coordination, and material preparation.

Skills Developed

The OJT significantly improved my proficiency in Microsoft Office Suite, particularly Excel and PowerPoint. I also honed my time management, multitasking, and communication skills, learning to navigate professional interactions with both colleagues and clients effectively.

Challenges Encountered and Overcome

Initially, managing the high volume of tasks was challenging. However, by prioritizing tasks, creating a daily work plan, and seeking timely feedback from my supervisor, I improved my efficiency and accuracy in task completion.

Professional Growth and Learning

The OJT was instrumental in solidifying my interest in office administration as a career path. It illuminated the importance of adaptability, continuous learning, and effective communication in a professional setting.

Conclusion

The OJT at Bright Solutions Consultancy was an immensely rewarding experience that exceeded my expectations. It has equipped me with practical skills and knowledge essential for my future career in office administration and has motivated me to pursue further studies and certifications in this field.

Appendices

- Appendix A: Certificate of Completion
- Appendix B: Sample of a Monthly Report I Assisted In.