

Professional Skills

'A highly efficient, results-based functionary with a proven track record of managing office-educational

An ambassador of the company, responsible for all administrative procedures, in promoting efficiency and productivity in the workplace and ensuring that all workplace protocols are upheld. Ever resourceful, with a keen eye for equipment and

Core Skills

- General Administration
- Stock Management
- Creative Problem Solving
- Data Management
- Diplomacy
- Client Relationship Management

Career History

Jan 2017 - Present

Managed all administrative functions of the company, ensuring that all current and future needs are met.

Key Responsibilities

- Prioritizing tasks and ensuring that all deadlines are met
- Liaising with clients and ensuring that all their needs are met
- Supervising staff and ensuring that all tasks are completed
- Coordinating with other departments to ensure that all tasks are completed
- Organizing and scheduling meetings and events
- Maintaining a high level of confidentiality and security
- Managing the company's budget and ensuring that all expenses are kept within budget
- Handling all correspondence and ensuring that all letters are sent out on time
- Maintaining accurate records of all company activities
- Ensuring that all company policies and procedures are followed

Key Achievements

- Successfully managed the company's transition to a new office

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Aug 2013 – Jan 2015

On Sabbatical (Family Care Reasons)

Jan 2013 – Aug 2013

School

Key Responsibilities

- Delivering lessons
- Providing class
- Assistance in
- Invigilating

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Dec 2010 – Jan

May 2010 – D

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