

Happy Jobseeker, 123 Named Road, Named City, PO Box 12345, Zambia
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Objective

Extremely organised and efficient administrator seeks an opportunity to provide administrative support to a reputable organisation.

Key Skills

- Communication
- Organising Meetings
- Switchboard Management
- Managing Booking
- Filing
- Credit Control
- Typing
- Diary Management
- Note Taking

Experience Highlights

Administrative Support

- Provided administrative and secretarial support to the Managing Director of the largest Food Factory in Lusaka. Managed the diary of senior executives and arranged meetings and organised events.
- Ensured that all paperwork at a busy Lusaka hospital was filed correctly and that notes were typed up accurately using Microsoft Word and the hospital database.

Customer Service & Reception

- Acted as the first point of contact to customers at a busy hotel in Lusaka and managed new guests bookings using the hotel booking system.
- Managed the hotel switchboard ensuring that all calls were answered quickly and politely. Redirected calls as required.

Management & Supervision

- Managed a reception area and worked with other members of the hotel team to resolve guests requests or problems.
- Managed stationary levels at a Lusaka hospital ensuring that computer ink, paper and other stationary was always available.

Employment History

RECEPTIONIST, Holiday Hotel, Lusaka
SECRETARY, Food Factory, Lusaka
ADMINISTRATOR, Get Well Hospital, Lusaka

Education & Training

International Computer Driving Licence (ICDL), Lusaka (2001)
High School Certificate, Lusaka (1998 – 2000)

Interests & Extra Curricular Activities

Committed to helping others. Involved in organising fundraising events for numerous charities and volunteer organisations in Lusaka.

References

Available upon request