

Executive Administrative Assistant Resume

Thomas Smith

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Career Profile:

A highly dynamic, skilled and qualified administrative assistant with diverse knowledge of handling administrative tasks. Seeking a position as Executive Administrative Assistant to utilize my proficiency and knowledge in a renowned organization.

Professional strengths:

- Possess seven years of professional experience as Executive Assistant
- Possess excellent organization and management skills
- Goal oriented and ability to handle multiple tasks
- Proven track record in customer service like managing front desk operations, processing sales order and communicating reliable information to customers
- Ability to resolve complex departmental problems
- Proficient in basic operating systems like Microsoft Word Press, Excel, PowerPoint, Access, Outlook, Vista, Windows XP and the Internet
- Posses excellent written and verbal communication skills
- Possess extensive administrative and customer service skills
- Ability to maintain good relationship with customers

Professional Experience:

Alex Association Co Inc, Georgina

20XX till date
Executive Administrative Assistant

- Handled the tasks of providing executive -level administrative support to the concerned executive managers
- Responsible for performing administrative tasks like compiling and analyzing data and conducting market research
- Prepared management reports and maintained proper records of files
- Responsible for maintaining good rapport with the officers and staff
- Handled the charge of answering phone calls
- Responsible for arranging and attending meetings with executive officers
- Prepared daily reports and updated the same to the manager
- Responsible for arranging training sessions for the employees
- Prepared innovative strategies and plans to achieve the target as well as the goals of the organization

Walmik Enterprises Co Inc, Georgina

20XX to 20XX
Executive Administrative Assistant

- Handled the tasks of managing calendars, scheduling meetings and filing expense reports
- Assisted with the coordination of the weekly and monthly Manager's meeting
- Responsible for preparing outgoing mail and correspondence like faxes, e-mail and overnight packages
- Handled the tasks of recording and transcribing minutes of meetings as per requirements

- Handled the tasks of assisting and monitoring budgets
- Organized and maintained file correspondence, systems and other essential records
- Responsible for coordinating department schedules and making appointments with clients
- Assisted in reviewing the plans and monitoring variances in the organization
- Performed other administrative tasks as required

Professional Achievements:

- ☞ Successfully maintained healthy work environment in the organization
- ☞ Improved business prospect and the quality of clerical work

Educational Summary:

- Bachelor's degree in Business Administration, ABC Commerce College, Georgina 19XX
- Master's degree in Business Administration , Georgina university, Business Administration department 19XX

Personal Details:

- Name: Thomas Smith
- Date of Birth: XX/XX/19XX
- Employment Status: Full time
- Relationship status: Single

Reference:

Will be furnished upon request