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**GEORGE**

E-mail address: [George.241179@2freemail.com](mailto:George.241179@2freemail.com)

**OBJECTIVE:**

To obtain a position of Administrative Assistant with Company using a positive attitude, great attention to detail and accuracy, and a desire to succeed in a fast-paced environment to make a difference in the office administrative procedures.

**EDUCATION:**

**BACHELOR OF SECONDARY EDUCATION**

**( Major in General Science)**

**Tertiary:** Isabela State University

Cauayan Campus, Cauayan City

Isabela Philippines

2005-2006

**Working Experiences:**

Administrative Assistant

**Administrative Assistant**

I2i Inc. Astoria’s Group of Company 405 Libis, Quezon City, Philippines

February 28, 2005 to April 30, 2015

* Sort and distribute incoming mail to areas and staff within the organization and dispatch outgoing mail
* Write business letters, reports or office memos using word processing programs
* Answer telephone enquiries from customers, attend to visitors and assist other staff in the organization with their enquiries
* Operate a range of office machines such as photocopiers, computers and faxes
* File papers and documents
* Undertake other duties such as banking, credit control or payroll functions
* Word processing;
* Audio and copy typing;
* Letter writing;
* Dealing with telephone and email enquiries;
* Creating and maintaining filing systems;
* Scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required;
* Keeping diaries and arranging appointments;
* Organizing travel for staff.
* Booking rooms and conference facilities;
* Using content management systems to maintain and update websites and internal databases;
* Managing and maintaining budgets, as well as invoicing;
* Liaising with staff in other departments and with external contacts;
* Ordering and maintaining stationery and equipment;
* Sorting and distributing incoming post and organizing and sending outgoing post;
* Arranging travel and accommodation for staff or customers and other external contacts;
* Liaising with colleagues and external contacts to book travel and accommodation;
* Organizing and storing paperwork, documents and computer-based information;
* Photocopying and printing various documents, sometimes on behalf of other colleagues;
* Recruiting, training and supervising junior staff and delegating work as required;
* Manipulating statistical data.

I hereby certify the above information is true and correct to the best of my knowledge and belief.

**GEORGE**

Applicant