**First Name of Application CV No:** **1651686**

Whatsapp Mobile: +971504753686



**Career Summary**

A highly competent, motivated and enthusiastic administrative assistant with versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company.

**Key skills**

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| --- | --- | --- | --- |
| **Office Skills:** | *Office Management*  *Records Management*  *Database Administration* | *Spreadsheets/Reports*  *Event Management*  *Calendaring* | *Front-Desk Reception*  *Executive Support*  *Travel Coordination* |
| **Computer Skills:** | *MS Word*  *MS Excel*  *MS PowerPoint* | *MS Outlook*  *MS Access*  *MS Project* | *MS Publisher*  *FileMaker Pro*  *Windows* |

**Professional Experience**

1. Office administrator, Dollar Tantalum Mining, Zimbabwe

* Managed all administrative and legislative issues to do with tantalite mining, sales, purchasing and Human resources.
* Maintaining an effective administration system.
* Rapidly responding to and resolving any administrative problems.
* Coordinating office procedures.
* Making sure that information is quick and easy to locate.
* Ordering and maintaining office stationery and equipment.
* Typing up correspondence including letters, faxes, minutes and memos.
* Offering a warm and friendly welcome to any visitors.
* Sorting and distributing incoming post.
* Processing staff payrolls, keeping account of finances and updating staff files.
* Receiving and redirecting telephone calls.
* Raising and progressing purchase orders.
* Booking travel and accommodation for senior managers
* .Updating office manuals and brochures.
* Managing electronic and printed files.

1. Lyonsmaid Zimbabwe, Quality Controller, October 2012 to January 2014
2. Lyonsmaid/Dairibord Quality Assurance Officer(internship, Zimbabwe, Sept 2010 to August 2011

**Education**

**Professional Qualification**

Secretarial Windows and Microsoft Office packages 2005 (Hexco certified)

**Academic Qualification**

Highest Qualification        BSc. in Applied Biology and Biochemistry

Level                Honors

**Personal Details**

Date of Birth07 July 1988

SexMale

NationalityZimbabwean

Marital StatusSingle