Personal Statement

A highly motivated and confident individual with exceptional multitasking and organisational skills. Able to demonstrate confidentiality, diplomacy and professionalism when dealing with directors and senior management. A team orientated individual with the experience and ability to handle sensitive & confidential situations exceptionally. Highly professional and dedicated to making the lives of busy executives easier. Ready and qualified for the next stage in my career.

Career to date

**February 2015 – Current DigitasLBi**

DigitasLBi is a global marketing and technology agency that transforms businesses for the digital age. In 26 countries around the world, across 40 offices.

**Executive Assistant**

* Complex diary & inbox management for 3 global directors
* Schedule company meetings and assist with preparation of meeting materials & agendas
* Recording, transcribing and distributing the minutes of meetings
* Screening telephone calls
* Organising courier pickups
* Maintaining administration systems
* Providing general administrative support to senior executives
* Co-ordinating both internal & external meetings
* Liaising with internal staff at all levels
* Processing of invoices, expense forms and reimbursements requests via SAP system
* Draft and edit executive level presentations, documents and correspondence
* Arrange business travel

**Talent Acquisition Coordinator**

* Providing general admin support for the Talent Acquisition team (diary management, meeting arrangements, booking of conference rooms & equipment)
* Uploading of job descriptions & adverts to our online portal, LinkedIn & job boards
* Recruitment administrative tasks e.g. raising POs
* Daily management of online recruitment systems (progressing/regretting candidates, sending mailings, uploading interview slots etc
* Interview scheduling
* Managing effective relationships with key stakeholders including recruiting managers, external & internal candidates, HR Front Line, HR Business Partners & 3rd party suppliers such as recruitment agencies.
* Actively support the internal policies & best practice in the area of recruitment & selection at all times

**December 2011- February 2015 Financial Group**

**PA & Senior Administrator**

* Complex diary & inbox management for 5 Directors
* Organising external & internal meetings including multiple time zones
* Producing meeting agendas & taking complex meeting minutes including producing action points
* Global & domestic travel arrangements, including booking flights and accommodation & creating detailed itineraries
* Liaising with PA’s located in other UK offices, Europe & the USA
* Financial administration & support to the accounts team; raising purchase orders, expense claims and arranging invoices
* Office support duties e.g. photocopying, printing & filing
* Supervising & training the Receptionist
* Reviewing & processing correspondence & letters
* Answering & screening telephone calls, promoting a professional image of the company
* Use of all major software packages
* General office management tasks e.g. provision/ordering of stationary & refreshments for meetings etc

**Receptionist**

As Front of House Receptionist, I was responsible for maintaining the company reputation at all times, ensuring that all visitors & new and existing clients, were welcomed in to the building and greeted accordingly.

* Meeting and greeting visitors
* Answering & screening telephone calls
* Organising meeting rooms, conference calls and client visits
* Assigned to be the company’s first aider & fire marshal for the building, ensuring everyone's safety was my main priority.

April 2011 – October 2011, **Transfer Rep & Tour Guide**, Olympic Holidays.

October 2005 – March 2009, **Sales Assistant**, Iceland Frozen Foods.

Education

**A levels** - Orpington College (completed in 2007)

Geography: B, Sociology: B, History: C

**8 GCSEs & GNVQ Merit in ICT**- Hayes School (completed in 2004)

Areas of expertise

General administration

Secretarial duties

Finance administration

Document management

Event management

Diary management

Travel booking

Proficient user of MS Office (Word, Excel, PowerPoint, Access and Outlook)

Personal Skills

Organising

Confident and professional manner

Excellent memory

Remain calm under pressure

Multitasking

**First Name of Application CV No :** **1656144**

Whatsapp Mobile: +971504753686

