Martha

*Dear Mr./Ms./Mrs.*

Please accept my enclosed application for the position of administrative assistant in your company. Having read through your job description, I am thrilled to be applying for this position as my 4 years of experience and skillset match the requirements you’re looking for.

At my formal company, AKOMBUMS LLC, I was valued by the CEO and his staff as a critical support pillar for the team, keeping meetings, papers, and office items organized at all times.

I would love to have to opportunity to join the team in your company and use my skills to create an efficient and stress free office environment for your executives. I believe I can meet and exceed the expectations you have for this role. I look forward to speaking more with you about my candidacy.

 **RESUME**

Martha

**PROFILE**

Administrative Assistant with 4 years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Possesses a B..ed. in Educational Psychology and diploma in Business Management and expertise in Microsoft word, Excel and publisher. Looking to use my knowledge and experience into a role in your administration.

**EDUCATION**

Safi Training Centre Dubai Attestation of training 2016

Laureate Business College Higher Diploma 2014

University of Buea Cameroon Bachelor 2013

City College of Commerce Bamenda Advance level 2010

City College of Commerce Bamenda Ordinary level 2004

**OTHERS**

JOFLACAM Institute of Computer Science Attestation of success 2015

IT Presbyterian center Buea Attestation of computer studies 2010

**PROFESSIONAL EXPERIENCE**

**Safi training Centre Dubai part time administrative assistant 2016**

**Akombums LLC Buea Cameroon 2007-2011**

**Administrative Assistant September**

* Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers.
* Maintain utmost discretion when dealing with sensitive topics
* Manage travel and expense reports for department team members
* Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
* Opened, sorted, and distributed incoming messages and correspondence
* Greeted visitors and determined to whom and when they could speak with specific individuals
* Recorded, transcribed and distributed minutes of meetings

**STRENTH & CAPABILITIES:**

* I am a quick learner with ability to grasp new ideas and concepts.
* I have the Ability to communicate effectively with others orally and in writing efficiently.
* I am able to work in a team and to lead a team with minimum supervision.
* I have Good analytical, writing and communication skills.
* Open to new ideas, method and approaches and embracing change initiatives.
* Values other inputs and expertise and willing to learn from others.
* A highly efficient planner and organizer with a keen eye of finding new ways of doing thing and recognizing potential opportunities.
* Accomplishing assignments to the level of quality and timeliness expected by maintaining an eye for critical detail
* A team player who acts to promote friendly climate, good moral and cooperation between members.
* Proactive and willing to learn.

**Hobbies**

I like doing research to learn about new technology in my career.

I love sports and adventure and to know about people of other cultures.

I also love listening to the news as well as cooking new dishes.

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