

Contact HR Consultant for CV No: 341965

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Personal statement

A conscientious and professional personal assistant with extensive experience in administration, PA and secretarial roles, currently seeking a new position as an Executive PA. A highly organised and efficient individual, whose thorough and precise approach to projects has yielded excellent results. Recent achievements with my current employer include the implementation of an innovative new filing and indexing system.

Key Skills

* 80 words per minute typing
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Fully qualified first-aider

Employment History

WAITRESS-KUWAIT FOOD COMPANY(AMERICANA), PIZZA HUT OUTLET

January 13th 2014 to September 16th 2016

Achievements and responsibilities:

* Providing a warm welcome to the guest.
* Receive food and beverage orders and serve with standards policy.
* Understand menu content and keeping up to date.
* Answer guest quires in a polite and helpful manner.
* Looking after guest with special needs i.e.dietary requirements,allergies,mobility etc.

CASHIER/ SALES ASSISTANCE-WEST ZONE SUPERMARKET

2008-2010

Achievements and responsibilities:

* Presenting a professional and friendly first impression of the firm to all customers
* Identifying customers who need assistance on the shop floor.
* Being alert to thefts and fraudulent bank notes,cheque and credit cards.
* Keeping up to date with all current promotions within the store.
* Providing information to customers to help themselves select the best products.

CUSTOMER SERVICE AGENT

October 2016 to till the date.

Achievements and responsibilities:

:

* Maintaining and organising the company filing system
* Answering incoming calls
* Typing all necessary documents and correspondence as required
* Printing any supplementary notes as required
* Running professional errands

Education

REDHON COLLEGE, BALAJU KATHMANDU

(September 2004 – June 2006)

A-levels**:**

* General Studies – B
* English – C
* Mathematics – C

****SHREE SHAKTI HIGHER SECONDARY SCHOOL****

(September 1989 – June 2000)

10 GCSEs, grade A-C, including Maths and English

Hobbies & Interests

I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two week production and relished the chance to take control of performances and react to a high-pressure environment.

References

References are available upon request.