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**NAME; NGAMNDAP**

[**NGAMNDAP.363657@2freemail.com**](mailto:NGAMNDAP.363657@2freemail.com)

**ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

**PERSONAL STATEMENT**

Adaptable Front Desk Administrative assistant with experience in a variety of industries and a history of success in providing exceptional customer service. Experience in managing all facets of front office administration, including handling multi-line phone systems, managing schedules, and maintaining reception and waiting areas. Hands-on skills in using applications such as MS Office, Millennium, and QuickBooks to facilitate daily office operations.

KEY SKILLS AND COMPETENCIES

* Excellent telephone manner.
* Can offer a warm & friendly greeting to visitors.
* Smart, presentable appearance. Ensuring an efficient running and operation of the managing administrative issues .
* Good organization and prioritization skills.
* Self-motivated, proactive & hardworking.
* Ability to listen and anticipate.
* Fully aware of all Health & safety legislation relating to office work.
* Experience of arranging month end invoicing on the SAGE System.
* Good IT skills Word, Excel, Email and Internet.
* Accept and adhere to the need for strict confidentiality.

**Core Qualifications**

* Customer Service
* Office Administration
* Bookkeeping
* Schedule Management
* Office Maintenance
* Inventory and Supply Management

**WORK EXPERIENCE**

**BETRACOM LOGISTIC INTERNATIONAL (2014 TILL 2017)**

**ADMINISTRATIF ASSISTANT**

**DUTIES;**

* Greet and welcome guests in person and on phone; answer and direct inquiries to designated department.
* Maintain log books, including sign-in/out logs, front desk expenditures, and calls received.
* Pick up and sort daily incoming correspondence and deliver sorted mail to addressees.
* Maintain executive managers’ calendars by planning and scheduling conferences, teleconferences, and travel.
* Develop and utilize effective filing and retrieval systems, and maintain office supplies by placing orders and evaluating new products.
* Manage front office reception area by cleaning and organizing desk and visitor lobby.

**ADSNET SARL (2007 TO 2012)**

**FRONT DESK RECEPTIONIST**

**Duties:**

* Answering all incoming calls / emails and re-routing them to relevant parties.
* Meeting and greeting visitors ensuring they are signed in and inducted.
* Opening, distributing, collecting and taking the post.
* General administration duties, photocopying, filing etc.
* Dealing with any enquiries at the reception.
* Data entry onto internal systems.
* Reporting any problems to the office manager.
* Dealing with car park requests and hospitality requirements.
* Ensuring that the reception area is tidy and clutter free.
* Monitoring stationary stock and reordering when required.
* Operating a computer system and switchboard.

**LANGUAGES**:

ENGLISH; Fluent; Speaking, Writing, Reading

FRENCH; Fluent; Speaking, Writing, Reading

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**EDUCATION**

* General Certificate of Education (Advanced Level)
* General Certificate of Education (Ordinary Level)