

# Anthony Brown

## Office Administrator

### AREAS OF EXPERTISE

*Financial administration*

*Office procedures*

*Typing & word-processing*

*Keyboard skills*

*Filing*

*Reception duties*

*Decision making*

*Raising credit notes*

*Writing correspondence*

*Administration*

*MS Office applications*

*Business Administration*

*Office management*

### CAREER STATEMENT

*"I feel that my greatest strengths are firstly my willingness to take responsibility for all the administrative duties within an office. Secondly my skill at working efficiently as part of a team, and forming solid personal bonds with other staff members, and thirdly my desire to work with existing management teams on any ad hoc tasks."*

Anthony Brown

### PERSONAL SUMMARY

A team player, with a commitment to customer service, who possesses a long track record of working in various administrative roles, coupled with good PC skills and the ability to communicate confidently at all levels. Anthony has a highly organised approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. He has a reputation for delivering a high quality, personal service to both junior and senior work colleagues. Apart from being immediately available, he also has a strong background in general administration along with experience of working within a customer focused company like yours.

Right now he is looking for a key support role, which provides plenty of variety, and where he will have responsibility for the administrative processes within the Office.

### CAREER HISTORY

#### **Recruitment Company - Birmingham**

OFFICE ADMINISTRATOR Jul 2011- Present

Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office.

#### **Duties**

- Following standardized company procedures relating to all aspects of Office performance.
- Answering incoming calls in a professional manner.
- Maintaining suitable and sufficient office stationary levels.
- Establishing stationary requirements for the Office.
- Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
- Processing of all the payroll on a weekly basis.
- Managing payroll and other tasks relating to staff wages.
- Updating databases with confidential and relevant information.
- Sourcing candidates C.V's from various job boards or other media sources.
- Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.
- Arranging interviews and confirming interviews by email.
- Coordinating and communicating activities for the Office, including all employee events.

#### **Retail Sales - Coventry**

ADMINISTRATOR Feb 09 - Jul 11

Supported the Director and Senior Leadership of the business by providing administration support for their roles. This included completing staff rotas, as well as working with the management team on ad hoc tasks as required.

#### **Duties:**

- Organized the set-up of all Office meetings.
- Processed correspondence in responses to customer complaints.
- Filed and maintained accounting and payroll records.
- Distributed payslips on a weekly basis.
- Got holiday request forms signed off by senior managers.
- Managed customer accounts and financial administration.
- Took minutes during staff meetings.
- Inputted details onto databases during busy periods.

## PERSONAL SKILLS

*Service orientated*

*Responsiveness*

*Leadership skills*

*Professional judgement*

*Problem solving*

*Super organised*

*Decision making*

*Energetic*

*Self control*

*Excellent communicator*

*Tactful & articulate*

*Problem solving*

*Well organised*

*Influencing skills*

## PROFESSIONAL

*Fire Safety Certificate*

*Advanced First Aid*

*French Speaker*

*German Speaker*

## PERSONAL DETAILS

*Anthony Brown  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0044 121 638 0026  
M: 0870 061 0121  
E: [info@dayjob.com](mailto:info@dayjob.com)*

### *Hospitality Company – West Midlands*

EVENTS ASSISTANT

Aug 2008 – Feb 2009

### *Government Office – West Bromwich*

OFFICE ASSISTANT

Jun 2007 – Aug 2008

### *Clothes Store - Dudley*

SALES ASSISTANT

Oct 2006 – May 2007

### *Local Charity - Birmingham*

VOLUNTEER

Jul 2006 – Oct 2006

## KEY COMPETENCIES AND SKILLS

### *Administration*

- Competent on all Microsoft Office program.
- Creating financial and statistical reports using spreadsheets.
- Comfortable working with numerical data.
- Taking prompt, decisive and corrective action to rectify any short comings.
- Able to use office equipment like copiers, fax's, scanners, printers, computers and office software.
- Financially astute with the ability to control budgets and expenditure.
- Ability to type 30 wpm and demonstrated proficiency on 10-key.

### *Professional*

- Analyzing problems by collecting data, establish facts, and drawing valid conclusions
- Aptitude in financial management, financial reports and analysis.
- Ability to spot issues and opportunities before others.
- Strong work ethic; self-starter; results orientated.
- Always challenging the status quo.
- Active team member with self drive and motivation.
- Possessing knowledge of all relevant software & hotel management IT systems.

### *Personal*

- Acting with the highest ethical standards, and always treating others fairly & with respect.
- A creative & innovative thinker.
- Having a practical approach to problem solving.
- Willing to be accountable, liable, & answerable for actions & decisions.
- A hands on manager able to lead by example.

## ACADEMIC QUALIFICATIONS

*University of Birmingham,  
BA (Hons) Corporate Hospitality*

**2003 - 2006**

*Central College Birmingham  
Diploma in Business Studies*

**2002 - 2003**

*North Birmingham School*

**1998 - 2002**

A levels:  
Geography (A)  
Maths (A)  
English Literature and Communication (B).  
History of the Modern World (B)  
Physics and Science Combined (A)

**REFERENCES** – Available on request.

