ROBERT SMITH

**Front Office Secretary**

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**SUMMARY**

Highly­motivated professional with experience in the legal, medical and food industry. I have Exceptional level of versatility gained from a wide array of responsibility and progressive authority in each of the fields I have worked in. Outstanding people skills, proficient computer abilities, with proven expertise in prioritizing and multi­tasking several projects simultaneously.

**SKILLS**

Receptionist, Office Administration, General Office.

**WORK EXPERIENCE**

# Front Office Secretary

ABC Corporation ­ April 2002 – May 2013

* Front office receptionist, first point of contact.
* Operated various office machines including, multi­line telephone system, personal computer, typewriter, adding machine, photocopier and fax.
* Issued and collected various forms, including annual membership, grievance, and request for legal assistance.
* Maintained membership database with speed and accuracy.
* Maintained file room and record retention schedule.
* Processed both incoming and outgoing mail.
* Planned logistics for and executed social events and monthly meetings for membership.

# Office Secretary

ABC Corporation ­ 1999 – 2002

* GHD) Global Engineering Environment Doha, Qatar Period from August, 2004 to September, 2005.
* Job Title Office Secretary Responsibilities Document Controller in charge of handling material Documentation which has to be approved by the consultants.
* Establishing channels of communications between the contractor and subcontractors.
* Logging and registering all construction Materials into main database for inspection by project consultants.
* Maintaining correspondence with Building and Engineering Department on timely manner.
* Preparing Minutes of meeting on weekly basis.
* Preparing and documenting project progress report..

**SCHOLASTICS**

* Business Office Administration Skills ­ (Computer Training Academy)