|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ALICE JONESADMINISTRATOR123, The DairySwintonDerby DE1 234(01332) 123456alice.jones@aol.com

|  |  |
| --- | --- |
| “ | Alice has excellent attendance and timekeeping, ahigh level of discretion and judgement, and a professional appearance and attitude.”~ JANET LONG, CEO HAPPY COMPANY LTD |

|  |  |
| --- | --- |
| “ | Alice has great interpersonal skills. She is well organised and able to prioritise her own work load.”~ BOB BROWN, CEO, BRILL COMPANY & CO LIMITED |

 |  | **OBJECTIVE** I am an accomplished administrator with strong organisational skills and proven administrative experience. My previous roles have demonstrated that I am a team player with excellent attention to detail and the ability to remain calm and professional under pressure. I am looking for a senior administrative role.**KEY SKILLS**

|  |  |
| --- | --- |
| * Experienced in credit control of Accounts.
* Payroll responsibilities.
* Marketing Administration.
* Management of Customer Databases through a CRM.
* Excellent phone manner and ability to deal with inquiries in an efficient, expedient and customer focused way, ensuring that the customer receives a professional service.
* Great support planning skills
 | * Ability to effectively engage with colleagues and external stakeholders.
* Diligent with great attention to detail, good at ensuring paperwork is in order and reporting to management.
* Cheerful disposition with a positive, can-do attitude.
* Competent in the use of Microsoft systems including MS Word, Excel, PowerPoint, Access to a high level.
 |

<https://www.cvtemplatemaster.com> **WORK EXPERIENCE****Administrator***Happy Company Ltd ~ 2015 – 2018*I worked with the Operational team to provide planning and administrative support to the Partnering Manager. My responsibilities included being a point of contact for collating and paying invoices, general book keeping, collating and management of key financial information, credit control and maintenance of existing supplier relationships. A key aspect of the role was to communicate effectively, by phone and email, with senior directors and their PAs from both within the Company and external stakeholders.**Administrator***Brill Company & Co Ltd ~ 2011– 2015*In this busy role I was responsible for administrative duties such as typing, copying, data input, filing, scanning etc, answering and dealing with telephone and e-mail enquiries, maintaining filing systems – electronic and manual, handling personal information and data in a confidential manner, managing surveyor/installer diaries and preparing surveyor/installer work packs.**Administrator***Workforus Limited ~ 2009 - 2011*This role encompassed administrative duties such as typing, copying & compiling data, maintaining & filing records and reports, and handling paperwork. I was also required to manually and electronically input written information in to SAP. **QUALIFICATIONS****Advanced Certificate in Bookkeeping (Level 3)***AAT, 2017 – 2018***Foundation Certificate in Bookkeeping (Level 2)***AAT, 2016 – 2017***Foundation Award in Accounting Software (Level 2)***AAT, 2015 – 2016***Access Award in Bookkeeping (Level 1)***AAT, 2014 – 2015***Access Award in Accounting Software (Level 1)** *AAT, 2013 – 2014***A Levels** *Super College Limited ~ 2011-2013*English (A), Maths (A), Art (B), Media (B)**GCSEs***Super School ~ 2008-2012*9 GCSEs grade C and above including English (A) and Maths (A)**INTERESTS**Knitting, Reading, Cooking, Jewellery Making, Photography, Scrapbooking. |

© [CVTemplateMaster.com](https://www.cvtemplatemaster.com/)

This CV template may be used for **personal use ONLY**. Please see our [terms of use](https://www.cvtemplatemaster.com/terms/). For questions, contact us: contact@cvtemplatemaster.com

The images and fonts used in this file are used under licence and must not be reproduced, except in connection with the use of this CV template for your own personal use.

**Fonts required:**

Open Sans Light - https://fonts.google.com/specimen/Open+Sans

Acme (this is used for the quotation marks) – <https://www.cvtemplatemaster.com/fonts/Acme____.ttf>

**Download page:**

<https://www.cvtemplatemaster.com/cv-template/administrator-cv-template/>